

**Public Housing Division  
Numbered Memorandum 21-31**



**To:** All Housing Choice Voucher Program Staff  
**Thru:** Michael Courtney, Director, Housing Operations *MC*  
**From:** Catherine Stone, Director, Public Housing *CS*  
**Date:** August 20, 2021  
**Subject:** Emergency Housing Voucher (EHV) Program

1. Purpose. To add procedures for a new voucher program.
2. Background. Public and Indian Housing Notice 2021-15 issued May 5, 2021 offered public housing authorities the opportunity to apply for a new voucher program, Emergency Housing Vouchers. AHFC responded and received 194 vouchers. These vouchers target homeless families and include monies for services to help families stabilize in the private rental market. Additional monetary incentives are available to AHFC if we can meet leasing targets for these vouchers (October 31 and December 31).

EHVs are unique as they require a partnership between a PHA and a local Continuum of Care (CoC) agency. In the state of Alaska, we have two CoCs, Anchorage Coalition to End Homelessness (ACEH, serves Anchorage) and Alaska Coalition on Housing and Homelessness (AKCH2, serves the balance of state). Families interested in receiving an EHV must go through the local coordinated entry team to receive a referral. In addition, the CoCs are partnering with service providers to assess families, deliver services, and provide resources to help families stabilize in private rental market units.

Lastly, this new voucher type allows AHFC to practice using our electronic portal to Voyager, RENTCafé, by accepting applications that will be divided among our various voucher communities. The PHD Central Office will be supporting AHFC jurisdictions by coordinating the acceptance of applications and sending out interview packages.

3. Emergency Housing Voucher. **Effective with the date of this memo**, staff will place a copy of this memo in front of Chapter 11 Special Programs in each Housing Choice Voucher Program Administrative Plan maintained for the public. A formal exhibit for this chapter will follow later.

**General Information**

- A. Emergency Housing Vouchers have a waiting list code of "ehvo".
- B. Families with an EHV may get on a waiting list for an AHFC-owned unit or Classic/Step Program voucher while receiving EHV assistance.



- C. Emergency Housing Vouchers are under the Set-Aside Program and are placed in property “ehv”. This is a statewide property.
- This means families will use the 28.5 percent MTW calculation method with no deductions and a \$25 minimum family contribution.
  - Family income limits will need to be checked against each area’s very-low-income limit (50 percent) at initial eligibility.
  - When an update to Yardi is installed, “EHV” will also need to be coded in field 2n under the Special Programs tab in the Family Detail Info screen.
- D. Emergency Housing Voucher families must be referred from a coordinated entry waiting list and meet one of the following categories. The service provider is required to provide this verification.
- Homeless
  - At risk of homelessness
  - Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking
  - Recently homeless and for whom providing rental assistance will prevent the family’s homelessness or having a high risk of housing instability.
- E. Emergency Housing Vouchers are issued with an initial shopping term of 120 days.
- F. Families qualifying for an EHV do not have to meet the residency requirement at the time of admission. This means that they may request to move or port their voucher at voucher issuance. If porting, families are not required to go to a housing authority with an EHV program; the PHA is only required to have a voucher program.
- G. **A critical deadline** – all vouchers must be issued to applicants by September 30, 2023. Any vouchers not issued by that date or surrendered by families after that date are returned to HUD.

### **Application and Leasing Process**

- A. The PHD Central Office will be responsible for accepting applications in RENTCafé and receiving the appropriate verification of homeless status.
- B. Upon receipt of a valid application and referral, PHD Central Office will email an interview package (see Forms section below) to the service provider to begin the eligibility process. Families and their service provider will receive a copy of the Interview Notification.
- C. PHD Central Office will forward the signed referral, verifications, and Interview Notification to the AHFC local office where the family wishes to reside. For Anchorage, PHD Central Office will collect the family’s standard application package and verifications before sending onto the Anchorage office to process.
- D. Upon receipt of the family’s package, local office staff will **immediately** process the family’s submission for eligibility.
- E. If eligible, local office staff will conduct the briefing, issue the voucher, and then process the inspection and leasing paperwork. It is vital to get contracts posted and transmitted to HUD quickly as HUD is offering additional monetary incentives.
1. Housing authorities that submit the 50058 within 14 days of the voucher issuance date receive \$100 per voucher.

2. EHV with a HAP Contract effective date on or before October 31, 2021 receive \$500 per voucher.
3. EHV with a HAP Contract effective date before December 31, 2021 receive \$250 per voucher.

### **Screening Exceptions**

Conduct your screening while waiting for the interview package from the family. Emergency Housing Vouchers have some exceptions to standard AHFC screening criteria.

- A. PHD Central Office will conduct the sex offender screening for adult family members.
- B. PHD Central Office will conduct the EIV checks for former and currently housed family members.
- C. AHFC may not deny admission if a member of the family has been evicted from federally assisted housing (see section 2.J Prior Assisted Housing Eviction of the Meet Screening Criteria exhibit).
- D. AHFC may not deny admission if a family's assistance has been terminated (see section 2.K Prior Termination of Assistance of the Meet Screening Criteria exhibit).
- E. AHFC may not deny admission if a family owes money to AHFC or another PHA (see section 2.H Money Owed to PHA of the Meet Screening Criteria exhibit).
- F. AHFC may not deny admission for alcohol abuse (see section 1.H Alcohol Abuse of the Meet Screening Criteria exhibit).
- G. AHFC may not deny admission for drug-related criminal activity (sections 1.D Drug-Related Criminal Activity Eviction and 1.E Drug-Related Activities of the Meet Screening Criteria exhibit).

If any person is proposed as a household member after the family is admitted to EHV, AHFC may apply its standard screening criteria.

### **Examination Process**

- A. EHV families will receive an annual examination.
- B. EHV families may receive a biennial HQS inspection unless local AHFC staff deems an annual inspection is warranted.
- C. The EHV program will sunset on September 30, 2030. HUD will issue further guidance on how to sunset these vouchers as that date approaches.

### **Forms**

Several new forms are available for EHV.

- AP05ehv Emergency Housing Voucher Program Referral – this takes the place of the application in the file. Page 2 of the form includes instructions for service providers to help families access RENTCafé. Staff are welcome to print these instructions for their own use.
- AP05eh1 Emergency Housing Voucher Homeless Certification – this form is completed by a service provider to verify a family's qualification as homeless.

- APO5eh2 Emergency Housing Voucher Human Trafficking Certification – this form is completed by a service provider to verify a family’s qualification as a victim of human trafficking.
- Interview Packet – Contains a fillable and signature ready version of the following forms: Applicant Income and Composition Information, Authorization for the Release of Information/Privacy Act Notice, Release of Information to AHFC, Supplement to Application for Federally Assisted Housing, Debts Owed to Public Housing Agencies and Terminations, Declaration of Eligibility Status, Screening Questionnaire, and MTW Family Questionnaire.

### **Questions from the Public**

Because these vouchers are restricted to referrals from our partners ACEH and AKCH2, you may refer any questions from the public to:

- The PHD Central Office to Regina or Serene at (907) 330-8426.
- Anchorage Coalition to End Homelessness at (907) 310-6734; web site at <https://aceh.org/coordinated-entry/>.
- Alaska Coalition on Housing and Homelessness at (907) 523-0660; web site at <https://www.alaskahousing-homeless.org/connect>.

4. Further Information. If you have any questions regarding these changes, please speak with your supervisor or regional manager. You may also send an e-mail to [Public Housing/Help](#) (in your Outlook Address Book).