

## Memorandum of Agreement (MOA)

Between

Alaska Housing Finance Corporation and the Alaska VA Healthcare System

This constitutes a Memorandum of Agreement between Alaska Housing Finance Corporation (AHFC) and the Alaska VA Healthcare System (AVAHS) whereby AHFC shall provide tenant-based voucher assistance to homeless veterans under the Veterans Affairs Support Housing (VASH) initiative.

AHFC shall administer the VASH Program vouchers in accordance with Housing Choice Voucher Program (HCV) tenant-based rental assistance regulations set forth at 24 CFR 982 with specific waivers for program eligibility as outlined in Docket No. FR-5213-N-01 of the Federal Register published May 6, 2008.

### Nomenclature

Vouchers issued under this program will be referred to as **VSH** vouchers. These vouchers service homeless veterans with required VA case management as a condition of receipt of HUD-VASH assistance. VSH vouchers may be used in any AHFC voucher geographic service area.

- **Anchorage:** the Municipality of Anchorage, including Girdwood and Eklutna
- **Fairbanks:** city of Fairbanks, North Star Borough, cities of North Pole, Fox, and Ester
- **Homer:** city of Homer to the end of East End Road, Anchor Point, Happy Valley, Ninilchik, and south of mile 133 (welcome to Ninilchik sign) of the Sterling Highway
- **Juneau:** city and Borough of Juneau
- **Ketchikan:** Ketchikan Gateway Borough, North and South Tongass
- **Kodiak:** city of Kodiak, including Bells Flats and Island Lake areas
- **Petersburg:** city of Petersburg
- **Sitka:** city of Sitka
- **Soldotna:** Soldotna, Sterling, Kenai, North Kenai, Nikiski, Kasilof, and north of mile 133 (welcome to Ninilchik sign) of the Sterling Highway
- **Valdez:** city of Valdez
- **Wasilla:** Palmer, Wasilla, Sutton, Big Lake, Butte, Houston, Willow, and the Sunshine Senior Village at mile 98.3 of the Parks Highway
- **Wrangell:** city of Wrangell

## Scope of Work - AHFC

AHFC will ensure staff is consistent in administration of the VASH program, applicable regulatory requirements, and HUD directives regarding the HCV program, including HUD-required contracts and other forms. The public housing agencies' (PHA's) local discretionary policies adopted in the PHA's administrative plan apply to HUD-VASH vouchers, unless such local policy conflicts with the requirements of the HUD-VASH vouchers.

AHFC may update its operations on a periodic and recurring basis according to the most recently published HUD information as it relates to income guidelines, fair market rents, payment standards, subsidy standards, annual adjustment factors, total tenant payment calculations, and utility allowance schedules as applicable. AHFC will show proof of such updates in the AHFC participant files.

AHFC will provide tenant-based voucher assistance as funding permits for a period of 12 months, renewable on an annual basis.

AHFC will assign a Housing Program Specialist to serve as a point of contact for all VASH participant families.

AHFC will screen each adult family member to ascertain if anyone is subject to a lifetime registration requirement on a state sex offender registry. AHFC cannot offer or provide rental subsidy to any family member with such a requirement. If found, AHFC will immediately contact the AVAHS for resolution.

AHFC will provide each family an individual briefing session once the family has met income and screening eligibility. AHFC will give each family a complete overview of program responsibilities and additional VASH program requirements. AHFC will issue the voucher and provide a copy to AVAHS.

AHFC cannot assist families with actual selection of a dwelling unit. The responsibility to identify acceptable units will rest solely with the AVAHS case manager assigned and the family. AHFC will provide families with a listing of resources that are available to all voucher participants.

AHFC will review the prospective lease to determine that it is consistent with the Request for Tenancy Approval form and program regulations. AHFC may negotiate a reasonable rent when a proposed unit's rent exceeds other comparable units in the area. AHFC will not negotiate other favorable terms related to security deposits, lease terms, or lease provisions.

AHFC will conduct Housing Quality Standards (HQS) inspections and complete reports as required in the AHFC Administrative Plan. AHFC shall conduct yearly HQS inspections as required under the regulations. AHFC may also conduct interim HQS inspections on an as-needed basis.

AHFC shall maintain complete individual files on each family as required in the AHFC Administrative Plan.

AHFC shall provide resources as it pertains to the administration of the tenant-based voucher subsidy. AHFC will not provide individual case management in matters outside the scope of the administration of the rental subsidy.

AHFC will notify the AVAHS immediately if the family is failing to fulfill their family obligations as verified by AHFC.

### **Scope of Work - AVAHS**

AVAHS will provide all outreach and intake services to locate and engage participants for the program. HUD-VASH vouchers will be made available to all homeless veterans, including returning veterans.

AVAHS shall refer HUD-VASH eligible families to AHFC for the issuance of vouchers. AVAHS shall refer all families in written form. The form may include an e-mail. The form will be maintained in the participant file.

The AVAHS case manager shall assist all participants with completing and submitting all necessary documents needed by AHFC to secure and maintain their tenant-based voucher subsidy.

The AVAHS case manager will assist the participant with the move-in process and all related requirements of the program, as needed.

The AVAHS agrees to provide case management to all VASH participants on the program as outlined below:

1. Screening of homeless veterans to determine whether they meet the VASH program participation criteria established by the VA national office.
2. Providing appropriate treatment and supportive services to potential VASH program participants, if needed, prior to AHFC issuance of rental vouchers.
3. Providing housing search assistance to VASH participants with rental vouchers.

4. Identifying the social service and medical needs of VASH participants and providing, or ensuring the provision of, regular ongoing case management, outpatient health services, hospitalization, and other supportive services as needed throughout this initiative.
5. Maintaining records and providing information for evaluation purposes, as required by HUD and the VA.

AVAHS will notify AHFC immediately if the participant is failing to participate, without good cause, in case management as verified by the VAMC.

### **AHFC and AVAHS**

AHFC and AVAHS shall fully cooperate in the overall management and success of the VASH initiative. AHFC and AVAHS shall respond promptly to inquiries from all parties involved especially when the participant's activity is affecting their housing.

VASH families are eligible to port their housing assistance to other housing authorities. AHFC and AVAHS agree that in order for a family to port, the following is required:

1. A certification by the VA case manager to AHFC that the family is in good standing and eligible to port.
2. A certification from AHFC to the AVAHS case manager that the family is in good standing with their obligations under the Housing Choice Voucher Program.
3. The family must port to an area serviced by a VA facility that administers the VASH Program. AHFC has a listing of all eligible VAs and housing authorities.

In order to maximize service to homeless veterans, AHFC and AVAHS agree to establish a "graduation" methodology for its successful program participants. If approved for graduation, at the sole discretion of AHFC, a family may surrender its VASH voucher and receive the next available Housing Choice Voucher.

The conditions for graduation are:

1. The family must have been continuously assisted with their VASH voucher for a minimum of 24 months.
2. The AVAHS case manager certifies to AHFC that case management is no longer necessary for the family.
3. AHFC certifies to the AVAHS case manager that the family is in good standing with their obligations under the Housing Choice Voucher Program.

4. Lastly, AHFC must verify that sufficient funding is available to offer a VASH family the next available Housing Choice Voucher.

AHFC and AVAHS agree the family will not suffer any loss of housing assistance due to the graduation process. If funding concerns do not allow for the issuance of a Housing Choice Voucher, the VASH family will retain their current VASH voucher until funding is available.

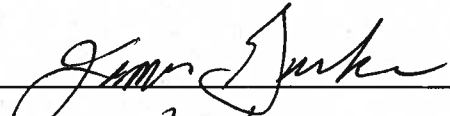
AHFC and AVAHS agree that the graduation process will be evaluated on an on-going basis in order to assess its impact on AHFC's voucher portfolio.

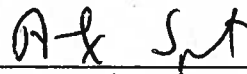
All parties agree to protect the confidentiality of all program participants. AHFC and AVAHS agree to maintain documentation pertaining to each veteran's authorization for the release of information and the use of confidential information in compliance with program requirements and applicable law.

All parties agree to and will abide by the provisions stated above.

**Alaska Housing Finance Corporation**

**Alaska VA Healthcare System**

By   
Date 5/27/2011

By   
Date 5/20/11