

## **Exhibit 16-6**

### **Sponsor Based Rental Assistance – Covey Lofts, Anchorage**

#### **AHFC Policy**

Authority for this activity is contained in AHFC’s Moving to Work Agreement with the U.S. Department of Housing and Urban Development through Attachment D, which provides for “broader uses of funds.” Establishment of a sponsor-based rental assistance program was proposed through Moving to Work Activity 2023-1 and approved by the AHFC Board of Directors on April 27, 2022 with Resolution 2022-03. AHFC may agree to enter into successive three-year extensions of the contract prior to the expiration date of any contract period. An extension may not exceed the AHFC Moving To Work Agreement with HUD which is scheduled to end June 30, 2028.

The Sponsor Based Rental Assistance (SBRA) Housing Assistance Payments contract began on January 11<sup>th</sup>, 2023 with an initial term of three years and subsidizes 22 units.

- 17 Single Room Occupancy (SRO)
- 5 zero bedroom unit
- A detailed listing of the units can be found on the monthly AHFC billing form.

### **1. Owner-Managed Functions**

The owner of this property is Covenant House Alaska, Anchorage. The owner provides meals and supportive services at the property. The owner determines annual income using HUD regulations at 24 CFR 5.603 and uses the AHFC-approved income calculation form.

- The minimum rent is set at \$50
- Total assets less than \$10,000 may be self-certified by the applicant
- Tenant rent is calculated at 28.5% with no deductions
- The Student Rule does not apply to this development

#### **1.A Income at New Admission**

At the time of admission, families must have a gross annual income that does not exceed the very low income limit (50 percent of area median income as determined by the U.S. Housing and Urban Development).

#### **1.B Annual Examinations**

Income examinations are conducted annually for every SBRA subsidized tenant.

### **1.C Interim Examinations**

The owner conducts an interim examination for an increase in income according to the owner's policies and procedures. An interim for a decrease is completed when reported.

### **1.D Minimum Rent Exemption**

The 1998 Quality Housing and Work Responsibility Act (QHWRA, in regulation at 24 CFR 5.630) required PHAs to establish:

- Minimum rents in an amount not more than \$50, and
- Procedures to exempt families from paying minimum rents in cases of financial hardship.

Covey Lofts tenants are eligible to participate in this process (see the Minimum Rent Exemption exhibit for process).

## **2. Eligibility**

As a sponsor-based rental assistance program, individuals eligible to live at Covey Lofts are not subject to standard AHFC screening criteria. The Operator will maintain a waiting list.

Eligible Households must be comprised of homeless youth ages 18 to 24 who meet HUD's category 1, 2 or 4 definitions of homeless; staying in an emergency shelter, transitional housing, on the street, or in a place not meant for habitation, in imminent risk of homelessness or fleeing from domestic violence or trafficking.

CHA may consider other definitions of homeless that may better serve at-risk youth, including systems youth aging out that may have unstable living conditions (i.e couch surfing) and/ or high risk of homelessness.

Covey Lofts targeted population are homeless youth in need of supportive services.

## **3. Inspections**

The owner conducts each move-in inspection and an annual building inspection using the AHFC-supplied forms. The inspector must be familiar with HQS inspection standards.

Annual quality assurance (QA) inspections are conducted in accordance with Housing Quality Standards (HQS) by AHFC. The sampling of inspections is selected in accordance with procedures set forth in the Quality Assurance chapter. Additional inspections may be completed at the discretion of AHFC.

#### **4. Monthly Payments**

A monthly invoice is submitted to AHFC for rental assistance payments by the 20<sup>th</sup> of the month using the AHFC-supplied form for the coming month.

- The PHD Central Office reviews each invoice for accuracy.
- The Public Housing Director or designee approves the reviewed invoice for payment.
- A copy of the signed invoice goes to the following Support Services staff: Housing Management Specialist IV and the Support Services Manager.
- Payments are made to the owner on or about the second business day of each month.

#### **5. Contract Rent Increases**

Requests for an increase in the contract rent are submitted to the PHD Central Office for processing. The owner may request a rent increase annually. The increase request must be in writing at least 60 days prior to the annual anniversary with documentation for the increase. Rent reasonableness is completed by AHFC using three comparable units for each bedroom size and a signed Rent Reasonableness Certification. The annual anniversary date is February 1.

#### **6. Quality Assurance Reviews**

AHFC conducts an Annual Quality Assurance (QA) Review. The following processes are reviewed: Waiting List, Denied Applicants, Vacancy rates and efforts to maintain acceptable leasing rates, Tenant Files may include tenant ledgers, Owner's Policies and Procedures, Forms, and Invoice Submissions.

Discrepancies from the review process are discussed with the owner and any necessary corrections are made.

#### **7. Covey Lofts Documentation**

The sponsor-based contract, rent increase requests, initial HQS building inspection, annual HQS inspections, and rent reasonableness certifications and unit comparables are kept in the office/second file cabinet of the Policy & Program Manager. The contracts and rent increases are posted on the AHFC Intranet under Public Housing → Resources → Contracts.

#### **Numbered Memo**

23-05 Exhibits 16-6 SBRA Covey Lofts