

Exhibit 11-3

Returning Home Program

AHFC has partnered with the State of Alaska Department of Corrections (DOC) to administer a tenant-based rental assistance program. This program is designed to help families under the supervision of the Department of Corrections transition into the private rental market. Specific exceptions to the Housing Choice Voucher Administrative Plan are detailed in this policy.

1. Overview

Funding for this program comes from two different sources.

HOME – The HOME Investment Partnerships Program provides formula grants to States and localities that communities use, often in partnership with local nonprofit groups, to fund a wide range of activities that build, buy, and/or rehabilitate affordable housing for rent or homeownership or provide direct rental assistance to low-income families. These regulations are at 24 CFR 92. Any rental assistance funded with HOME funds is not eligible for use in the Anchorage jurisdiction. These funds serve the AHFC Balance of State jurisdictions.

MTW – Rental assistance with these funds comes from AHFC’s Moving to Work Block Grant. Moving to Work Activity 2010-9 approved by the AHFC Board of Directors on April 23, 2009 with Resolution 2009-10 provides the authority for this activity. For simplicity of administration, this program will mirror the regulations used for HOME. Any exceptions will be specifically noted in this policy. These funds serve the Anchorage jurisdiction.

1.A RHP Is Time-Limited

Each family is initially eligible for 12 months of rental assistance. An additional 12-month period of rental assistance is available to the family. A family’s eligibility for rental assistance ends after 24 months or the family’s second anniversary date, whichever comes first. A family’s rental assistance clock begins with their initial leasing. The time limit will not stop should the assistance be interrupted while a family chooses to shop for a different rental unit.

At the end of the rental assistance period, families may choose to continue their rental relationship with a landlord with a standard lease agreement.

1.A.1. RHP Term

Changes in family composition (additions or deletions) have no effect on a family's term. When adult household members are added, the new adult household member's participation will end on the same schedule established at the family's initial participation even if all of the original adult household members leave the family.

1.A.2. Less Than 12 Months of Assistance

For families with less than 12 months of assistance that wish to move to a new unit, see section How Many Moves in the Leasing chapter.

1.B Administration

AHFC will administer RHP vouchers under the same rules as a Housing Choice Voucher except as described in the sections below.

1.B.1. Both RHP Programs

1. These vouchers are reissued to DOC referrals only.
2. The DOC contact will notify AHFC if a DOC voucher holder is not complying with their probation/parole requirements. This may result in termination.
3. AHFC will notify the DOC contact if a voucher holder is not complying with their program requirements, including timely payment of an AHFC Payment Agreement. This may result in termination.
4. An RHP family must lease in the jurisdiction where the voucher was issued unless approved in advance by AHFC and DOC as a reasonable accommodation or special circumstance.
5. An RHP family may transfer across funding sources if approved in advance by the DOC contact and AHFC and if funding is available.

1.B.2. HOME Exceptions

1. These vouchers are not reported to HUD. Therefore, rules regarding Enterprise Income Verification (EIV) **do not** apply.
2. These vouchers are not eligible for fungibility under AHFC's Moving to Work Agreement.
3. The budget for these vouchers is monitored by the Planning Department.

1.B.3. MTW Exceptions

1. These vouchers are reported to HUD. Therefore, rules regarding Enterprise Income Verification (EIV) **apply**.
2. These vouchers are eligible for fungibility under AHFC's Moving to Work Agreement.

3. The budget for these vouchers is monitored by the Budget and Public Housing Departments.

1.C Annual Income Determination

When determining the family's annual income, assets, and allowances, AHFC will use 24 CFR 5.609 regulations. This includes regulations pertaining to deductions, asset calculations (\$5,000), Income Disallowance for persons with disabilities, and the Student Rule. Rental assistance for these vouchers is calculated using Traditional calculation methods.

1.D The Student Rule

The Student Rule (see the exhibit of the same name) applies to RHP families. If a student can establish that she or he is an "independent" student, then that student may be eligible for RHP assistance if the student meets all other eligibility criteria.

2. Applicants

AHFC will follow the screening requirements set forth in the Eligibility and Admission chapter of this Plan. Exceptions to the policy are listed below. Applicant families that are ineligible will receive the Ineligibility Notice along with the Informal Review. AHFC will copy the local point of contact with the Ineligibility Notice so they may assist the family.

2.A Referrals

DOC will select applicants for referral on a regular basis and forward referrals to the AHFC point of contact. DOC will include a local point of contact for landlord or AHFC use. Once the local AHFC office receives the referral, all questions and concerns will be directed to the applicant's local point of contact for resolution.

RHP referrals are handled in an expedited manner, as the family is ready for housing.

2.B Waiting Lists

AHFC will not maintain a waiting list for the RHP Program. These families may apply for other open AHFC rental assistance programs such as the Housing Choice Voucher or Public Housing programs while participating in the Returning Home 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.

2.C Screening

AHFC will conduct eligibility interviews and screening in compliance with the policies and procedures in the Eligibility and Admission chapter and this exhibit.

2.C.1. Income Limits

All RHP families must meet income limit requirements to be eligible for admission.

- HOME RHP – AHFC will use the income limit requirements for the HOME Program. Families must have gross annual income at 60 percent or below of area median income
- MTW RHP – AHFC will use the income limit requirements for the HCV Program. Families must have gross annual income at 50 percent or below of area median income

2.C.2. Criminal History Screening

AHFC will not screen the criminal history of the family, except for the sex offender registry screening. DOC is responsible for case management and monitoring of their referrals. Any previous criminal history is addressed in each family's case management plan.

2.C.3. Money Owed by a Family

The referral family **will not** receive a voucher until a debt is resolved.

1. Money Owed to AHFC

AHFC agrees to sign a Payment Agreement for any referrals that owe AHFC money from previous participation. The family may receive RHP rental assistance as long as they comply with the terms of the Agreement. DOC and AHFC will cooperate to ensure repayment.

All standard Payment Agreement policy guidelines apply. The Agreement may be signed at the intake/briefing appointment. The family must pay the down payment and sign the Agreement before receiving their voucher.

2. Money Owed to Another PHA

The family must resolve the debt with the PHA directly. AHFC cannot issue RHP assistance until the debt is paid. AHFC will notify the DOC contact immediately if a family owes money to another PHA.

2.C.4. Prior Program Participation

AHFC will not screen for prior program participation for these referrals, except as noted in this section for money owed and sex offender registry.

2.C.5. Sex Offender Registry

AHFC will deny participation to any member of a RHP household that is subject to a lifetime registration requirement as a sex offender. It is up to each individual to prove his/her registry requirement is not a lifetime requirement.

If a family member is subject to a sex offender registration requirement, AHFC will alert the DOC contact immediately. The DOC contact will speak to the family about the ineligible household member on the sex offender registry.

1. The household member must provide the registry requirement information to AHFC.
2. AHFC must admit the household member if the registry requirement is **NOT** a lifetime registry requirement.
3. This information is filed in the “permanent” section of the file.

3. Briefing and Voucher Issuance

See the Applicant, Participant, and Owner Briefing exhibit for briefing materials. See the Issuance and Shopping exhibit for the voucher term and extensions.

4. Leasing

HUD Regulation (24 CFR 92.253(a))

There must be a written lease between the tenant and the owner of rental housing assisted with HOME funds that is for a period of not less than 1 year, unless by mutual agreement between the tenant and the owner a shorter period is specified. The lease must incorporate the VAWA lease term/ addendum required under §92.359(e), except as otherwise provided by §92.359(b).

AHFC Policy

RHP families are expected to sign leases with an initial term of one year (12 months). If requested by the landlord and tenant and with a recommendation by the DOC contact, the lease may have an initial term of less than 12 months. Each local office may approve the lesser term based on the prevailing market conditions in their geographic area.

4.A Security Deposit Assistance

Under the RHP Program, families may receive security deposit assistance to enable them to lease (24 CFR 92.209(j)). Families may receive up to a maximum of two months of contract rent.

- This option is not available to families that choose to lease in-place.
- This option is not available as a reimbursement for security deposits previously paid by the family or others.

DOC will make the recommendation for security deposit assistance, and once the family selects a unit, they will complete the Security Deposit Assistance Request for AHFC to process.

5. Program Operations

Exceptions to the HCV Administrative Plan are stated below.

5.A Adding an Adult Household Member

If a family wishes to change its composition and add an adult to the household, the family must provide the appropriate notification to AHFC. The landlord and the local DOC contact must both approve the addition before AHFC will process the adult for addition to the household. AHFC will follow the screening guidelines in the Eligibility and Admission chapter and exhibits for new adult members.

5.B Moves/Ports

RHP families are not eligible to port their voucher outside Alaska.

- A family that wishes to move must first make a written request for approval to AHFC before moving.
- Families may move between eligible RHP communities with the advance approval of AHFC and DOC.
- Moves between AHFC jurisdictions may be limited by the funding source. Before allowing a family to move between RHP areas with different funding sources, staff will contact the PHD Central Office for approval.

5.C Annual Examination

AHFC will conduct the examination to verify household composition and income in accordance with the Income Determination and Verification chapter and exhibits and the Examinations and Interviews chapter and exhibits. A participant may not receive more than 24 months of assistance. Under special circumstances, AHFC may choose to approve additional rental assistance periods if funding is available.

5.C.1. Ongoing DOC Supervision

Families are required to be under a DOC supervision requirement at the time of their initial referral to the program. Families do not have to remain under a supervision requirement for the entire length of their rental assistances. Families must be in good standing and comply with annual examination requirements.

5.C.2. Examination Letters

AHFC will verify that RHP assistance may enter a second 12-month period by sending an email to the DOC local point of contact. If there is no response within ten (10) calendar days to an email request, AHFC may assume the family is eligible and proceed with the anniversary process.

5.C.3. Annual Income Limit

Under the HOME RHP Program, the family must meet the HOME Program low-income limit for its family size. AHFC will use the income limits in effect at the time of the

annual examination appointment to verify that family income does not exceed 80 percent of area median income.

Under the MTW RHP Program, AHFC will implement guidelines in the Termination of Assistance, HAP Contract, or Tenancy chapter for when these families are at zero HAP.

5.C.4. Enterprise Income Verification (EIV)

See the Administration section above regarding requirements for the EIV.

5.C.5. Annual Inspection

AHFC will conduct an HQS inspection annually (24 CFR 92.209(i)).

6. Terminations

HUD Regulation (24 CFR 92.359)

- (a) General. (1) The Violence Against Women Act (VAWA) requirements set forth in 24 CFR part 5, subpart L, apply to all HOME tenant-based rental assistance and rental housing assisted with HOME funds, as supplemented by this section.
- (2) For the HOME program, the “covered housing provider,” as this term is used in HUD’s regulations in 24 CFR part 5, subpart L, refers to:
- (i) The housing owner for the purposes of 24 CFR 5.2005(d)(1), (d)(3), and (d)(4) and § 5.2009(a); and
 - (ii) The participating jurisdiction and the owner for purposes of 24 CFR 5.2005(d)(2), 5.2005(e), and 5.2007, except as otherwise provided in paragraph (g) of this section.
- (b) Effective date. The core statutory protections of VAWA that prohibit denial or termination of assistance or eviction solely because an applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking became applicable upon enactment of VAWA 2013 on March 7, 2013. Compliance with the VAWA regulatory requirements under this section and 24 CFR part 5, subpart L, are required for any tenant-based rental assistance or rental housing project for which the date of the HOME funding commitment is on or after December 16, 2016.

AHFC Policy

AHFC will not terminate a RHP family without first discussing the circumstances with a supervisor and the local DOC contact. The local DOC contact will work with the family to try and resolve the violation. See the Violence Against Women Act (VAWA) exhibit for VAWA protections.

6.A Violation of Parole/Probation

If a family violates a condition of parole/probation, AHFC will seek a recommendation from the DOC contact as to whether the assistance should be terminated or not. AHFC may also receive information from the DOC contact that requires investigation. After investigation, AHFC should discuss the result with the DOC contact to decide whether to proceed to termination.

6.B Incarceration

RHP individuals may be remanded to jail due to violations of their parole or probation. Whether AHFC terminates assistance immediately or waits for the annual examination depends upon the household composition.

6.B.1. Single Member Households

In no circumstance will RHP assistance continue when the individual has been absent from the unit 30 days or more in a 12-month period due to incarceration.

6.B.2. Two or More Household Members

If there are other adults in the unit that will continue to occupy the unit, assistance may continue through the end of the current HAP contract period. The household will not be eligible for a renewal at the annual anniversary.

6.B.3. Remaining Minors

If there are only minors left in the household, an adult family member may assume custody of the minors (with proper authorization) and assistance may continue through the end of the current contract period. The new adult is subject to AHFC screening criteria. The household will not be eligible for renewal at the annual anniversary.

6.C Notifications

All notifications for RHP program termination are issued to the family or landlord in writing.

6.C.1. Family Notice

If AHFC must terminate a family's participation due to violation of family obligations, expiration of rental assistance benefits, or because a family is at zero HAP:

- The end of the contract is the termination date if the family is in the annual examination process.
- The termination date will coincide with the type of termination action.

6.C.2. Landlord Notice

AHFC will notify an owner/landlord of a contract termination in writing. The ending date will correspond to the end of the family's assistance.

7. Contact Procedures

All adverse notices to the family may be copied to the local DOC contact. The DOC contact will ensure that the family remains in compliance with their RHP requirements. The local DOC contact may be furnished with copies of AHFC notices or forms upon their request.

8. Data Monitoring

The Central Office produces a report monthly for AHFC's and its partner's use. This report will be shared with DOC to assess current budget usage, status of shopping vouchers, number of vouchers leased, and number of available vouchers.

9. File Archiving

AHFC will follow the Quality Assurance and File Maintenance policy.

Numbered Memo

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