Exhibit 11-6
Making A Home Program

AHFC has partnered with the State of Alaska Department of Family and Community Services Office of Children's Services (OCS) to administer a rental assistance program. This program is designed to help youth transitioning from foster care into the private rental market. Specific exceptions to the Housing Choice Voucher Administrative Plan are detailed in this policy.

AHFC Policy
Moving to Work Activity 2013-1 approved by the AHFC Board of Directors on April 4, 2012 with Resolution 2012-10 provides the authority for this activity.

1. Overview

Funding for this program comes from two different sources.

1. **MTW** – Rental assistance with these funds comes from AHFC's Moving to Work Block Grant as a match to the contribution from the Office of Children's Services and will be used in the Anchorage jurisdiction only. Any exceptions will be specifically noted in this policy.

   Moving to Work Activity 2010-9 and 2013-1 approved by the AHFC Board of Directors on August 21, 2024 with Resolution 24-13 broadened the funding to the balance of state.

2. **RSA** – Rental assistance with these funds comes from a Reimbursable Services Agreement with the Office of Children's Services and will be used in the Anchorage jurisdiction only. Any exceptions will be specifically noted in this policy.

1.A MAH Is Time-Limited

Each family is initially eligible for 12 months of rental assistance. Two (2) additional 12-month periods of rental assistance are available to the family. A family's eligibility for rental assistance ends after 36 months or the family's third 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. MAH 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 MAH vouchers under the same rules as a Housing Choice Voucher except as described in the sections below.

1.B.1. All MAH Programs

1. These vouchers are reissued to OCS referrals only.
2. The OCS contact will notify AHFC if a voucher holder is not complying with their requirements. This may result in termination.
3. AHFC will notify the OCS 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 MAH family must lease in the jurisdiction where the voucher was issued unless approved in advance by AHFC and OCS as a reasonable accommodation or special circumstance.
5. An MAH family may transfer to another AHFC MAH area if approved in advance by the OCS contact and AHFC and if funding is available.

1.C The Student Rule

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

2. Applicants

AHFC will follow the screening requirements set forth in Chapter 2 of the HCV Administrative 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

OCS will select applicants for referral on a regular basis and forward referrals to the AHFC point of contact. OCS 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.

MAH 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 MAH 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 MAH 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 Eligibility and Admission chapter and this exhibit.

2.C.1. Income Limits

All MAH families must meet income limit requirements to be eligible for admission. 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. Money Owed by a Family

The referral family **<u>will not</u>** receive a MAH 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 MAH rental assistance as long as they comply with the terms of the Agreement. OCS 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 MAH voucher.

2. Money Owed to Another PHA
   The family must resolve the debt with the PHA directly. AHFC cannot issue MAH assistance until the debt is paid. AHFC will notify the OCS contact immediately if a family owes money to another PHA.

2.C.3. Sex Offender Registry

AHFC will deny participation to any member of a MAH 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 OCS contact immediately. The OCS 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

MAH 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 OCS 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 MAH Program, families may receive security deposit assistance to enable them to lease. 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.

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 complete and submit a request before moving the new adult into the unit.

The landlord must approve the addition before AHFC will process the adult for addition to the household. AHFC will follow the screening guidelines in this exhibit for the new adult member.

5.B Moves/Ports

MAH 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 MAH communities with the advance approval of AHFC and OCS.
- Moves between AHFC jurisdictions may be limited by the funding source. Before allowing a family to move between MAH areas with different funding sources, staff will contact the PHD Central Office for approval.

5.C Annual Examination

AHFC will conduct an examination to verify household composition and income in accordance with the Income Determination and Verification chapter and the Regular Examination Process exhibit. A participant may not receive more than 36 months of assistance. Under special circumstances, AHFC may choose to approve additional rental assistance periods if funding is available.

5.C.1. Ongoing OCS Program Participation

Families **are** required to be participants in the OCS Independent Living Program at the time of their initial examination. Families must be in good standing and comply with annual examination requirements.

5.C.2. Examination Letters

AHFC will verify that MAH assistance may enter a subsequent 12-month period by sending an email to the OCS 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. Enterprise Income Verification (EIV)

See the Administration section above regarding requirements for the EIV.

5.C.4. Annual Inspection

AHFC will conduct an HQS inspection biennially.

6. Terminations

AHFC will not terminate a MAH family without first discussing the circumstances with the local OCS contact. The local OCS contact will contact the family to try and resolve the violation. See the Violence Against Women Act exhibit for family protections.

6.A Notifications

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

6.A.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, AHFC will send the Termination of Assistance.

- If at the annual anniversary, the end of the contract is the termination date.
- Otherwise, the termination date will be based on the family's particular circumstances.

6.A.2. Landlord Notice

AHFC will notify an owner/landlord of a contract termination by sending the appropriate written notice. 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 OCS contact. The OCS contact will ensure that the family remains in compliance with their MAH requirements. The MAH coordinator or the local OCS contact may be furnished with copies of AHFC notices or forms upon their request.

8. Data Monitoring

The Central Office will produce a report monthly for AHFC's and its partner's use. This report will be shared with OCS 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

24-31 Set Aside Voucher Programs: Exhibit 2-4 Criminal Screening Criteria, Exhibit 3-3 Allowable Medical Expense, Chapter 4 Examinations, Exhibit 4-2 Examination, Exhibit 6-4 Family Portability, Chapter 11 Special Programs, Exhibit 11-3 Returning Home and Exhibit 11-6 Making a Home