

Amendment to:
Section 8 SRO
Moderate Rehabilitation
Administrative Plan dated 7/16/01
The Adelaide

1. The minimum rent at Adelaide is \$50.

2. Applicant Paperwork – Applicant Selected and ready to move-in a vacant unit

NWA

After NWA completes the screening, the following is to be sent to AHFC at the time a person is approved for the move-in by NWA.

1. Application
2. Supplement to Application for Federally Assisted Housing
3. Debts Owed to Public Housing Agencies and Terminations
4. Declaration of Citizenship
5. Income Worksheet with income verifications
6. HUD 9886/ Release of Information to AHFC
7. Copy of ID
8. Copy of social security number verification

AHFC

Send an e-mail to NWA that the person has been approved and attach a copy of the AHFC Income Calculation Worksheet. AHFC will notify NWA if there is a change in the income calculations.

3. Move-In

NWA

1. NWA will print the approval e-mail and worksheet and place in the tenant file
2. Make any adjustment to the income calculations if necessary
3. Send AHFC a copy of the following **within 5 business days of completion**
 - a. Signed income calculation worksheet
 - b. NWA Notice of Rent Change/Notice of Rent Status
 - c. Statement of Family Responsibilities
 - d. Addendum to the Lease

4. Annuals

AHFC

Notify NWA in writing (e-mail, fax) of upcoming annual examinations approximately 90 days prior to the effective date.

NWA

Send the following to AHFC **within 5 business days of completion**. If the annual examination is not complete 30 days prior to the effective date, notify AHFC the reason for the delay.

1. Copy of all Annual Notification letters to the tenant
2. The signed income calculation sheet and all verifications
3. Signed HUD 9886/Release of Information to AHFC
4. NWA Notice of Rent Change/Notice of Rent Status

AHFC

Send a copy of the AHFC Income Calculation Worksheet to NWA for the tenant file.

5. Interims

If requested by the tenant, NWA will complete an interim examination for a decrease of income. The decrease will take effect the next rental due date from the date that NWA was notified by the tenant.

The tenant is required to report an increase in earned and unearned income. NWA will complete a change if (1) the cumulative (since the last annual) income increase is \$200 or more a month; (2) if the tenant is on \$0 income other than the PFD.

NWA

Send the following to AHFC **within 5 business days of completion**

1. A copy of the report of changes
2. The signed income calculation sheet and all verifications
3. NWA Notice of Rent Change/Notice of Rent Status

AHFC

Send a copy of the Income Calculation Worksheet to NWA.

6. Vacancy Loss Claims (to be completed with the units claiming a vacancy loss – regular vacancies should not be on this form)

NWA

Send a copy of the Intent to Vacate Notice to AHFC for any tenant giving notice to move within 5 days of notification.

Vacancy Periods

The Vacancy Loss claims will be processed on a quarterly basis.

Quarter	Vacancy Loss Claim Due by:
January – March	April 30
April – June	July 31
July – September	October 30
October – December	January 31
Claims not received within 15 calendar days after the due date will not be processed.	

Claim Packet from NWA

1. Signed and completed AHFC Vacancy Loss form along with the e-mail version to AHFC
2. If the unit is vacant more than 20 days from move-out to move-in need justification for the claim i.e. a copy of the wait list showing the unit offerings and applicant did not respond or declined, posting flyers for the vacancy, etc.

AHFC

Send approved copy to NWA.

7. File Audits For Unreported Income

NWA

1. Notify AHFC of any unreported income of \$200 a month or more
2. Submit proper income verification to AHFC for the unreported income

AHFC

Send a copy of the Payment Agreement to NWA for reference only. Payments will need to be made directly to AHFC.

8. Retention

NWA

The following is the retention requirement for AHFC; however, if NWA has a longer retention schedule, they may use that schedule.

1. Applications after being removed from the wait list - 3 years
2. Move-out files - 3 years
3. Debts
 - a. If the family owes a debt to NWA, the file will be kept in accordance to NWA requirements.
 - b. If the debt is to AHFC, please forward any necessary documents to AHFC. Retain the file in accordance with NWA requirements.

**Anchorage Neighborhood Housing Services
DBA NeighborWorks Anchorage**

Jason Bergeron
Print Name

[Signature]
Signature

Board of Directors,
Title President

MAY 15, 2015
Date

Alaska Housing Finance Corporation:

Catherine M. Stone
Print Name

[Signature]
Signature

Director, Public Housing
Title

5/27/2015
Date