

# **Exhibit 11-1**

## **Veterans Affairs Supportive Housing (VASH)**

HUD periodically provides additional vouchers to be used by unique populations such as persons who are chronically-mentally ill, persons with disabilities, homeless families, or homeless veterans, to name a few. The Department of Housing and Urban Development (HUD) supports rental assistance for homeless veterans through the Veterans Affairs Supportive Housing (VASH) Program.

On May 6, 2008, HUD awarded 35 VASH vouchers to AHFC. These vouchers service homeless veterans with required VA case management as a condition of receipt of HUD-VASH assistance. These vouchers are governed by the rules set forth in Federal Register Notice FR-5213-N-01. They are authorized under the United States Housing Act of 1937, 42 USC 1437f(o)(19).

AHFC is partnered with the local Veterans Affairs Medical Center (VA) for administration of the VASH Program. The VA designates a case manager for these vouchers. All potential VASH participants are referred to AHFC by the designated VA case manager. This referral indicates that the VA has completed the screening requirements for the family, put a case management plan in place, and is ready to help the family receive housing assistance.

### **11-1.1 NOMENCLATURE**

VASH vouchers must be tracked separately from regular AHFC vouchers. VASH vouchers will be named "VSH" for computer tracking purposes. VASH vouchers are currently being used in the following geographic areas using the following designations.

- AVSH – Anchorage VASH vouchers
- FVSH – Fairbanks VASH vouchers
- JVSH – Juneau VASH vouchers
- MVSH – Mat-Su VASH vouchers
- ZVSH – Soldotna VASH vouchers

VASH vouchers may be used in any AHFC voucher geographic service areas. These areas will be designated by agreement between VA and AHFC.

## **11-1.2 EXCEPTIONS TO POLICIES**

The AHFC VASH case manager will administer VASH vouchers under the same rules as a Housing Choice Voucher except as described in the sections below. Below is a discussion of the exceptions from Housing Choice Voucher Program policies.

### **11-1.2.A VASH Requirements**

1. Vouchers must be administered in accordance with the May 6 Federal Register Notice and are not eligible for fungibility under AHFC's Moving to Work Agreement.
2. These vouchers will not be included in the SEMAP leasing indicator denominator. VSH vouchers will be monitored separately by HUD.
3. VSH vouchers are not subject to HUD's income targeting requirements, but AHFC may include them for the yearly count.
4. The family is screened for VA case management and VASH Program qualification by the designated VA case manager. AHFC does not keep a waiting list for VASH vouchers, and local preferences do not apply.
5. All VASH voucher participants will abide by the Housing Choice Voucher Program obligations, the Briefing Statement and Family Obligations, and the VASH Program Requirements.
6. VSH vouchers MUST be issued with an initial shopping time of 120 days. On a case-by-case basis and with a recommendation from the VA case manager, AHFC may offer one (1) 30-day extension beyond the 120 days to enable a VSH family to lease.
7. With a recommendation by the VA case manager, the lease may have an initial term of less than 12 months.
8. VSH families are permitted to live on the grounds of a VA medical center in units owned by the VA.
9. The VA case manager will notify AHFC if a VASH voucher holder is not complying with their case management requirements. This may result in termination.
10. The AHFC case manager will notify the VA case manager if a VASH voucher holder is not complying with their program requirements. This may result in termination.
11. A VSH family may port if approved by the VA case manager and AHFC. The family must port to an area served by a participating VASH VAMC. Please see Exhibit 11-2 for a list of participating VAMCs and housing authorities.
12. If the participant family will be served by another VAMC, the receiving PHA must absorb the family if a VASH voucher is available.
13. VASH vouchers are reissued to VA referrals only.

### **11-1.2.B Money Owed by a Referral**

In accordance with guidelines issued by HUD<sup>1</sup>, AHFC cannot deny VASH assistance to a referred family that owes AHFC money from previous program participation. Families referred by the VA to AHFC that owe AHFC money will be referred to PHD Central Office for disposition of the debt.

If AHFC decides to maintain the family's debt, the family must be counseled that their previous debt may be turned over to a collection agency for collection<sup>2</sup>. This will not prohibit their participation in the VASH Voucher program.

### **11-1.2.C Graduating VASH Vouchers**

VASH voucher holders may "graduate" from the VASH Program. The following conditions must be met for a family to graduate from the VASH Program:

1. The VA case manager must send AHFC a certification that the family is no longer in need of case management services.
2. AHFC must certify that the family is in good standing with their Housing Choice Voucher Program obligations.
3. AHFC must certify that the VASH family has been continuously assisted under their VASH voucher for a minimum of 24 months.
4. At the sole discretion of AHFC and after verification that sufficient funding exists, AHFC may issue the participant a Housing Choice Voucher and return the VASH voucher to the VASH voucher pool.
5. If sufficient funding does not exist, the family will retain their VASH voucher until funding permits the issuance of a Housing Choice Voucher. The family will not suffer any loss of housing assistance due to the graduation process.

### **11-1.3 INTAKE PROCEDURES**

The VA case manager will refer eligible VASH families to AHFC. Notice will be in written form that may include an e-mail.

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<sup>1</sup> Letter dated October 5, 2010 from Milan Ozdinec, Deputy Assistant Secretary for Public Housing and Voucher Programs. AHFC cannot deny admission or require a repayment agreement if a member of the referred household owes money to the AHFC.

<sup>2</sup> Letter dated October 5, 2010, AHFC is not required to liquidate or zero out a participant's prior debt while they are participating in HUD-VASH.

## **Instructions-Before the Intake Appointment**

The VA case manager will normally call AHFC to indicate a referral is ready for a VASH voucher. If the family is not already on the waiting list, the VA case manager will send a completed *Preliminary Application for Housing Assistance*.

1. Staff will perform the following preliminary steps:
  - a. If the family is already on the waiting list, pull the application file.
  - b. If the family is not on the waiting list, collect and enter the information for the preliminary application.
2. Screen the family to determine if they owe AHFC money. If the family owes money, staff will immediately refer the family's debt to PHD Central Office for disposition.
3. Screen the family to ensure no household member appears on a state sex offender registry. If a family member appears on a sex offender registry, contact the VA case manager immediately. The VA case manager will contact the family about the ineligible household member on the sex offender registry.
  - a. The household member must provide the registry requirement information to AHFC.
  - b. AHFC must admit the household member if the registry requirement is NOT a lifetime registry requirement<sup>3</sup>.
  - c. This information should be filed in the "permanent" section of the file.

AHFC will set an intake/briefing appointment with the family. The VA case manager may choose to coordinate or attend this appointment with AHFC.

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<sup>3</sup> Letter dated November 10, 2008 from Milan Ozdinec, HUD Deputy Assistant Secretary for Public Housing and Voucher Programs. "HUD's intent in establishing alternative requirements for the HUD-VASH program was to serve the full range of homeless veterans. Therefore, the Department will not permit you to implement this alternative requirement (all individuals subject to a registration requirement) as it would further restrict the admission of homeless veterans and conflict with the intent of the HUD-VASH Program."

## **Instructions-The Intake Appointment**

Staff should schedule an adequate amount of time to conduct an income examination and a briefing class. Staff will:

1. Conduct an income examination and screen the family for income eligibility.
2. Assign an appropriate VASH voucher, if all screening criteria are met.
3. Conduct the briefing class with the family on their obligations under the Housing Choice Voucher Program.
4. Review the *VASH Program Requirements* (form V763) with the family and have all adult family members sign the form.
5. Give the family their briefing packet and landlord papers.
6. Once the appointment is completed and the family has received their voucher, staff will fax a copy of the voucher to the VA case manager for his/her records.

### **11-1.4 PORTING REQUIREMENTS**

Below is a listing of all Veterans Affairs Medical Centers and the associated housing authorities administering VASH Program vouchers. Families assigned a VSH Voucher under the VASH Program may only port to one of the housing authorities listed under the HUD-VASH sites at [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/programs/hcv/vash](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/hcv/vash). The link is called "HUD-VASH sites 2008-2013".

Once you have located the PHA and VAMC on the list, you can go to HUD's website and find the PHA contact information at <http://www.hud.gov/offices/pih/systems/pic/haprofiles>.

- Click on Browse or Search HA Profiles.
- Choose a state, and all PHAs in the state will come up. Match the HA Code with the PHA number in this list.
- Click on the HA Code.
- Click on Address or Contact to bring up the information about the housing authority. Some contact information will have an e-mail and web site address.

### **Forms**

V763 VASH Program Requirements

### **Administrative Desk Manual**

None