

# Public Housing Division

## Moving To Work Program Annual Report for Fiscal Year 2014

Original Submission: April 14, 2015

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## **B. OVERVIEW**

### **B.1 Overview**

This past year we worked to implement our exciting new Rent Reform program, train our employees in this new program, adapt to the many fluctuations in federal funding, and better managed our programs statewide by opening and closing waiting lists.

- We collaborated with the Department of Health and Social Services to begin the *Moving Home Program* by providing to our Board of Directors the parameters for the program in July 2014. Moving Home is a referral based set aside program for persons with disabilities.
- We continued to work with the State of Alaska Department of Corrections on the Parolee Re-entry Program, and the Department of Health and Social Services, Office of Children's Services on the Youth Aging out of Foster Care program. Two referral based voucher assistance programs that saw increases in lease up rates throughout the year.
- We received an increase in our allocation of Veterans Affairs Supportive Housing vouchers. Through collaboration with the Department of Veterans Affairs we continue to provide housing assistance to homeless veterans in Anchorage, Fairbanks, and Matanuska-Susitna with plans to increase that assistance to other locations.

### **AHFC's Goals and Proposed Activities**

#### Our Proposed FY2014 Goals

1. Reduce cost and achieve greater cost effectiveness in federal expenditures.
2. Create incentives for families to work, seek work, or prepare for work.
3. Increase housing choices for low income families.
4. Maintain stability and be supportive of our elderly and disabled families, while creating administrative efficiencies.
5. Motivate our work-able families to continue employment, seek employment, or improve their employment opportunities, while creating administrative efficiencies.
6. Utilize our new subsidiary, Alaska Corporation for Affordable Housing, to increase the supply of affordable housing in the State of Alaska.

#### Our Proposed FY2015 MTW Activities

1. Continue second year implementation of simplified rent structure for elderly and disabled families.
2. Continue second year implementation of simplified rent structure for work-able families.
3. Implement first year of Jumpstart Family Self Sufficiency model to assist families with finding employment and job skills training.

### **Our Anticipated Impacts from these Activities**

1. Continuing to separate out our Elderly and Disabled families from our Work-Able families to focus on their unique wants and needs in respect to their housing.
2. Focus efforts on helping our families meet the MTW goal of working, seeking to work, or preparing to work by enhancing our Family Self Sufficiency program statewide and leveraging available resources in each community.
3. Use staff time and effort on less paperwork and more “people” work, such as finding the right assistance for each family.
4. Obtained general development authority for the Alaska Corporation for Affordable Housing, we will create opportunities to buy, build, or remodel affordable housing.

### **B.2 Long-Term Plan**

For the FY14 Plan, AHFC plans to have its six goals align with its long term plan. In this section AHFC explains its long-term MTW Plan and includes its Non-MTW activities. We believe that the inclusion of both MTW and non-MTW activities in this section clarifies our vision for AHFC and its subsidiary, ACAH.

#### **Goal 1: Reduce cost and achieve greater cost effectiveness in federal expenditures**

This past year we:

1. Evaluated the new rent calculation method, gathered data to analyze the actual shelter burden impact on families, and made necessary adjustments to our proposed rent reform model.
2. Continued to analyze the cost and time savings of using technology and implemented those additional available savings.

#### **Goal 2: Create incentives for families to work, seek work, or prepare for work**

This past year we:

1. Analyzed and tested our Family Self Sufficiency model to determine its impact on families and began to develop a new and stronger program.
2. Fully implemented the planned activities based on analysis, public outreach, and feedback from interest groups.
3. Provided incentives toward completion of a Family Self Sufficiency program.

#### **Goal 3: Increase housing choices for low income families**

This past year we:

1. Explored additional project-based voucher opportunities and engaged in meetings for a disabled persons set aside.
2. Tried to generate savings from rent reform; however, we came up short due to increased average rents as well as Sequestration cuts in funding. Full implementation of rent reform for public housing did not begin until August 2014.

**Goal 4: Maintain stability with our elderly and disabled families, while creating administrative efficiencies**

This past year we:

1. Examined successes and challenges in respect to the new rent structure.
2. Educated elderly and disabled families about the hardship policy and evaluated its process to find what is working and what will need refining so that elderly and disabled families are stable and successful in their housing.
3. Provided elderly and disabled households that wanted to participate in Family Self Sufficiency the opportunity, although we did not require that participation.
4. Researched further designations of certain elderly/disabled properties as “senior preference” or “senior”.

**Goal 5: Motivate our work-able families to continue employment, seek employment, or improve their employment opportunities, while creating administrative efficiencies**

This past year we:

1. Evaluated the simplified and streamlined rent structure and time limited assistance.
2. Calculated rent and assistance based on area payment standard, instead of solely on income.
3. Increased transparency in how our programs are administered.
4. Examined the revenue stream to ensure the continued successful administration of the program and actual cost savings based on decreased administrative work load.
5. Continued to reach the neediest, eligible populations in each community.

**Goal 6: Operate our new subsidiary, Alaska Corporation for Affordable Housing, to increase the supply of affordable housing in the state of Alaska**

This past year we:

1. Monitored the progress of Ridgeline Terrace and Susitna Square developments to ensure on time and on budget delivery.
2. Evaluated statewide affordable housing needs.
3. Assessed the capital needs of our entire portfolio to ensure that limited federal dollars are spent efficiently and effectively.
4. Leveraged other resources to increase affordable housing.
5. Researched additional opportunities to provide housing units with features for persons with disabilities.

## II. GENERAL HOUSING AUTHORITY OPERATING INFORMATION

### A. HOUSING STOCK INFORMATION

#### A.1 New Housing Choice Vouchers that Were Project-Based During the Fiscal Year

Property Name	Anticipated Number of New Vouchers to be Project-Based	Actual Number of New Vouchers that were Project-Based	Description of Project
1248 E 9th Ave	0	4	Four units: 2 one-bedroom and 2 efficiency units; property owned and operated by AHFC
N/A	0	0	N/A
N/A	0	0	N/A
N/A	0	0	N/A

Anticipated Total Number of New Vouchers to be Project-Based *	Actual Total Number of New Vouchers that were Project-Based	Anticipated Total Number of Project-Based Vouchers Committed at the End of the Fiscal Year *	Anticipated Total Number of Project-Based Vouchers Leased Up or Issued to a Potential Tenant at the End of the Fiscal Year *
0	4	70	70

	Actual Total Number of Project-Based Vouchers Committed at the End of the Fiscal Year	Actual Total Number of Project-Based Vouchers Leased Up or Issued to a Potential Tenant at the End of the Fiscal Year
	74	74

#### A.2 Other Changes to the Housing Stock that Occurred During the Fiscal Year

Sixteen (16) units were removed from public housing inventory in FY2014 in anticipation of the demolition of 4418, 4432, 4446, and 4506 San Roberto Avenue in Anchorage.

N/A

N/A

#### A.3 General Description of Actual Capital Fund Expenditures During the Plan Year

See table below.

Fund Name	Total Funding	Expended	Balance	Proposed Work for FY14	Estimated Cost	Actual Cost
FY07 CFP/RHF	2,640,722	2,617,082	23,640	San Roberto redevelopment	180,488	156,848
FY08 CFP/RHF	2,783,264	2,623,070	160,194	San Roberto redevelopment	160,194	0
FY09 CFP/RHF	2,612,535	2,582,666	29,869	San Roberto redevelopment	35,254	0

Fund Name	Total Funding	Expended	Balance	Proposed Work for FY14	Estimated Cost	Actual Cost
FY10 CFP/RHF	2,963,210	2,960,352	2,858	Ketchikan Dwelling upgrades; Operations; San Roberto redevelopment	2,240,838	54
FY11 CFP/RHF	2,902,308	2,743,037	159,271	San Roberto redevelopment; Operations	500,000	2,659,140
FY12 CFP/RHF	2,401,040	107,172	2,293,868	Mt. View Development (NSP) & San Roberto; Operations	200,000	107,172
FY13 CFP/RHF	2,215,118	0	2,215,118	MTW Modernization; Operations	267,500	0
FY14 CFP/RHF	1,996,710	0	1,996,710	TBD		6,010
<b>Total</b>	<b>20,514,907</b>	<b>13,633,379</b>	<b>6,881,528</b>	<b>Total FY14 Proposed Work</b>	<b>3,584,274</b>	<b>2,929,224</b>

CFP – Capital Fund Program; RHF – Replacement Housing Factor

#### A.4 Overview of Other Housing Owned and/or Managed by the PHA at Fiscal Year End

Housing Program	Total Units	Overview of the Program
Non-MTW HUD Funded	687	NonElderly Disabled (NED) vouchers (45), Veterans Affairs Supportive Housing (VASH) vouchers (210), HOME Tenant-Based Rental Assistance for Parolees/Probationers and Youth Aging Out of Foster Care (77), Section 8 New Multifamily Housing Program (285), and Section 8 Moderate Rehabilitation SRO (70)
State Funded	81	Affordable Housing units located in Anchorage (48), Bethel (1), and Wrangell (32)
State Funded	175	Empowering Choice Housing Program time-limited vouchers for families displaced due to domestic violence
<b>Total</b>	<b>943</b>	

## B. LEASING INFORMATION

### B.1 Actual Number of Households Served at the End of the Fiscal Year

Housing Program	Number of Households Served	
	Planned	Actual
Number of Units that were Occupied/Leased through Local Non-Traditional MTW Funded Property-Based Assistance Programs <sup>1</sup>	--	46
Number of Units that were Occupied/Leased through Local Non-Traditional MTW Funded Tenant-Based Assistance Programs <sup>2</sup>	--	252
Port-in Vouchers (not absorbed)	--	81
<b>Total Projected and Actual Households Served</b>	<b>0</b>	<b>379</b>

The first column is blank as AHFC was on the old reporting format for its FY2014 Plan.

<sup>1</sup> Sponsor-based assistance at Karluk Manor (46).

<sup>2</sup> Empowering Choice Housing Program (175) and HOME TBRA (77).

Housing Program	Unit Months Occupied/Leased	
	Planned	Actual
Number of Units that were Occupied/Leased through Local Non-Traditional MTW Funded Property-Based Assistance Programs	0	552
Number of Units that were Occupied/Leased through Local Non-Traditional MTW Funded Tenant-Based Assistance Programs	0	3,024
Port-in Vouchers (not absorbed)	0	972
<b>Total Projected and Actual Households Served</b>	<b>0</b>	<b>4,548</b>

The first column is blank as AHFC was on the old reporting format for its FY2014 Plan.

<sup>1</sup> Sponsor-based assistance at Karluk Manor (46).

<sup>2</sup> Empowering Choice Housing Program (175) and HOME TBRA (77).

	Average Number of Households Served Per Month	Total Number of Households Served During the Year
Households served through local non-traditional services only	0	0

## B.2 Reporting Compliance with Statutory MTW Requirements

### B.2.1 SEVENTY FIVE (75) PERCENT OF FAMILIES ASSISTED ARE VERY LOW INCOME

Fiscal Year	2011	2012	2013	2014
Total Number of Local, Non-Traditional MTW Households Assisted	0	110	211	298
Number of Local, Non-Traditional MTW Households with Incomes Below 50% of Area Median Income	0	110	211	282
Percentage of Local, Non-Traditional MTW Households with Incomes Below 50% of Area Median Income	0	100%	100%	95%

### B.2.2 MAINTAIN COMPARABLE MIX

Family Size	Occupied Number of Public Housing Units by Household Size when PHA Entered MTW	Utilized Number of Section 8 Vouchers by Household Size when PHA Entered MTW	Non-MTW Adjustments to the Distribution of Household Sizes	Baseline Number of Household Sizes to be Maintained	Baseline Percentages of Family Sizes to be Maintained
1 Person	442.00	2,041.00	-3.00	2,480.00	0.45
2 Person	239.00	861.00	-11.00	1,089.00	0.20
3 Person	225.00	650.00	-8.00	867.00	0.16
4 Person	182.00	358.00	-12.00	528.00	0.10
5 Person	103.00	201.00	-9.00	295.00	0.05
6+ Person	89.00	199.00	-16.00	272.00	0.05
<b>Totals</b>	<b>1,280.00</b>	<b>4,310.00</b>	<b>-59.00</b>	<b>5,531.00</b>	<b>1.00</b>

**Explanation for Baseline Adjustments to the Distribution of Household Sizes Utilized**

PHA Entered MTW - data obtained from June 30, 2008.  
 In 2010, AHFC demolished 21 buildings of Public Housing containing eight 2-bedroom units, 42 3-bedroom units, eight 4-bedroom units, and two 5-bedroom units. The appropriate family sizes have been deducted.

**B.2.3 MIX OF FAMILY SIZES SERVED**

	1 Person	2 Person	3 Person	4 Person	5 Person	6+ Person	Totals
Baseline Percentages of Household Sizes to be Maintained **	0.45	0.20	0.16	0.10	0.05	0.05	1.00
Number of Households Served by Family Size this Fiscal Year ***	2,287.00	772.00	654.00	453.00	274.00	297.00	4,737.00
Percentages of Households Served by Household Size this Fiscal Year ****	0.48	0.16	0.14	0.10	0.06	0.06	1.00
<b>Percentage Change</b>	<b>0.07</b>	<b>-0.19</b>	<b>-0.11</b>	<b>-0.90</b>	<b>-0.94</b>	<b>-0.94</b>	<b>0.00</b>

**Justification and Explanation for Family Size Variations of Over 5% from the Baseline Percentages**

N/A

**B.3 Description of any Issues Related to Leasing of Public Housing, Housing Choice Vouchers or Local, Non-Traditional Units and Solutions at Fiscal Year End**

Housing Program	Description of Leasing Issues and Solutions
N/A	N/A

**B.4 Number of Households Transitioned to Self-Sufficiency by Fiscal Year End**

Activity Name/#	Number of Households Transitioned	Agency Definition of Self Sufficiency
N/A	0	N/A
<b>Households Duplicated Across Activities/Definitions</b>	0	
<b>Annual Total Number of Households Transitioned to Self Sufficiency</b>	0	

## C. WAIT LIST INFORMATION

### C.1 Wait List Information at Fiscal Year End

As of 07/01/2014, AHFC had the following waiting list statistics.

Housing Program(s)	Wait List Type*	Number of Households on List**	Wait List Open, Partially Open or Closed***	Are There Plans to Open the Wait List During the Fiscal Year
Anchorage Housing Choice Voucher	Community-Wide	1,076	Closed	No
Anchorage Public Housing	Community-Wide	2,287	Closed	No
Bethel Public Housing	Community-Wide	61	Open	Yes
Cordova Public Housing	Community-Wide	4	Open	Yes
Fairbanks Housing Choice Voucher	Community-Wide	461	Closed	No
Fairbanks Public Housing	Community-Wide	297	Partially Open	Yes
Homer Housing Choice Voucher	Community-Wide	59	Closed	No
Juneau Housing Choice Voucher	Community-Wide	82	Closed	No
Juneau Public Housing	Community-Wide	219	Partially Open	Yes
Ketchikan Housing Choice Voucher	Community-Wide	200	Closed	No
Ketchikan Public Housing	Community-Wide	123	Partially Open	Yes
Kodiak Housing Choice Voucher	Community-Wide	25	Closed	No
Kodiak Public Housing	Community-Wide	50	Partially Open	Yes
Mat-Su Housing Choice Voucher	Community-Wide	641	Closed	No
Mat-Su Public Housing	Community-Wide	139	Closed	No
Nome Public Housing	Community-Wide	25	Open	Yes
Petersburg Housing Choice Voucher	Community-Wide	0	Open	Yes
Sitka Housing Choice Voucher	Community-Wide	35	Closed	No
Sitka Public Housing	Community-Wide	124	Partially Open	Yes
Soldotna Housing Choice Voucher	Community-Wide	203	Closed	No
Valdez Housing Choice Voucher	Community-Wide	4	Closed	No
Valdez Public Housing	Community-Wide	11	Open	Yes
Wrangell Housing Choice Voucher	Community-Wide	6	Open	Yes

Housing Program(s)	Wait List Type*	Number of Households on List**	Wait List Open, Partially Open or Closed***	Are There Plans to Open the Wait List During the Fiscal Year
Wrangell Public Housing	Community-Wide	18	Open	Yes

\*\*\* For Partially Open Wait Lists provide a description of the populations for which the waiting list is open.  
 All partially open waiting lists are for specific bedroom sizes, not populations.

If Local, Non-Traditional Housing Program, please describe:  
 N/A

If Other Wait List Type, please describe:  
 N/A

If there are any changes to the organizational structure of the wait list or policy changes regarding the wait list, provide a narrative detailing these changes.  
 N/A

### III. PROPOSED MTW ACTIVITIES

All proposed activities that are granted approval by HUD are reported on in Section IV as “Approved Activities.”

### IV. APPROVED MTW ACTIVITIES

These activities were approved by HUD in a prior year’s plan. Activities are identified by their activity number, the first four digits being the fiscal year the activity was first added to the plan.

#### A. IMPLEMENTED ACTIVITIES

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#### 2010-2 Income from Assets

##### Description and Status

AHFC will allow self-certification of a family’s total assets up to \$10,000 and will exclude the income generated from a family’s total assets when assets total less than \$10,000.

Implemented on October 26, 2009 with Numbered Memo 09-28. Staff continues to monitor, and as shown in the FY2011 MTW Report, this appears to be a successful activity. This activity is included as part of AHFC’s reasonable rent plan (Activity 2014-1, sub activity h)

## Changes or Modifications

No changes to this activity during this fiscal year.

## Hardship Requests

No hardship requests during 07/01/2013 through 06/30/2014 were submitted to the Bridge Committee as a result of this activity.

## Metrics, Baselines, Benchmarks

### CE #1: Agency Cost Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Decrease cost of performing asset verifications for small asset accounts - HCV	\$9,432 - 2,985 asset transactions (as of 10/31/09)	\$8,500 (reduce time by 10 percent)	2010 - 1,580 transactions 2011 - 182 transactions 2012 - 104 transactions 2014 - 56 transactions	Yes
Decrease cost of performing asset verifications for small asset accounts - PH	\$3,311 - 1,048 asset transactions (as of 10/31/09)	\$2,980 (reduce time by 10 percent)	2010 - 771 transactions 2011 - 43 transactions 2012 - 53 transactions 2014 - 36 transactions	Yes

### CE #2: Staff Time Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Decrease time spent performing asset verifications for small asset accounts - PH	HCV - 2,985 clients with assets entered - time spent 1492.5 hours (as of 10/31/2009)	248.75 staff hours	2010 - 131.67 hours 2011 - 15.17 hours 2012 - 8.67 hours 2014 - 28 total staff hours	Yes
Decrease time spent performing asset verifications for small asset accounts - HCV	PH - 1,048 clients with assets entered - time spent 524 hours (as of 10/31/2009)	87.33 staff hours	2010 - 64.25 hours 2011 - 3.58 hours 2012 - 4.42 hours 2014 - 18 staff hours	Yes

2014 - Estimating a time of 30 minutes per transactions for data collection, data entry, and verification.

### CE #3: Decrease in Error Rate of Task Execution

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average error rate in completing a task as a percentage (decrease).	0	0	2014 - 1 error	

AHFC has entered zeroes as the baseline and benchmark as the activity was begun in 2009, and all families have already had their balances reduced to zero.

### CE #5: Increase in Agency Rental Revenue

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Rental revenue in dollars (increase) - HCV	Imputed interest rate of 0.2 percent on assets up to \$10,000 results in a rent increase of only \$0.49.	\$0.00	2014 - \$9,133 added to annual income	
Rental revenue in dollars (increase) - HCV	Imputed interest rate of 0.2 percent on assets up to \$10,000 results in a rent increase of only \$0.49.	\$0.00	2014 - \$9,612 added to annual income	

AHFC anticipates that this will be a revenue neutral activity as families with \$10,000 or less of assets contribute less than \$1.00 to their portion.

### Authorization

Attachment C, paragraphs C.11 and D.2.a. (no change)

### Regulation Citation

24 CFR 5.609

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## 2010-3 Earned Income Disallowance

### Description and Status

Eliminate the Earned Income Disallowance (EID) and its associated tracking/paperwork times. Existing clients will be allowed to finish the program.

Implemented on October 26, 2009 with Numbered Memo 09-28. Staff continues to monitor, and as shown in the FY2012 MTW Report (Public Housing-25 clients are still eligible, only one is using at this time. Voucher-7 clients are still eligible, no one is using at this time), this appears to be a successful activity.

This activity is included as part of AHFC's reasonable rent plan (Activity 2014-1). Reference activity 2014-1h.

### Changes or Modifications

No changes to this activity during this fiscal year.

### Metrics, Baselines, Benchmarks

In order to calculate a time savings, AHFC calculated that staff spent an average of 20 hours total per adult during an EID activity. It is difficult to provide a measure of actual time saved for an activity that does not occur.

AHFC did observe that once the disregard incentive was exhausted, individuals did not retain employment. A short-term incentive does not appear to encourage families to increase current earnings or secure long-term employment.

### CE #1: Agency Cost Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Decrease the cost associated with EID calculations - HCV	\$9,859 (13 clients)	\$2,465 (reduce costs by 75 percent)	2010 - \$1,517 2011 - \$5,309 2012 - \$0 2013 - \$0 2014 - \$0	Yes
Decrease the cost associated with EID calculations - PH	\$21,992 (29 clients)	\$5,498 (reduce costs by 75 percent)	2010 - \$6,067 2011 - \$18,959 2012 - \$0 2013 - \$0 2014 - \$0	Yes

### CE #2: Staff Time Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Decrease staff time associated with EID calculations - HCV	260 hours (13 clients at 20 hours each)	65 hours (reduce times by 75 percent)	2010 - 40 hours 2011 - 140 hours 2012 - 0 hours 2013 - 0 hours 2014 - 0 hours	Yes
Decrease staff time associated with EID calculations - PH	580 hours (29 clients at 20 hours each)	145 hours (reduce times by 75 percent)	2010 - 160 hours 2011 - 500 hours 2012 - 0 hours 2013 - 0 hours 2014 - 0 hours	Yes

### CE #3: Decrease in Error Rate of Task Execution

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average error rate in completing a task as a percentage (decrease).	0	0	0	Yes

AHFC has entered zeroes as the baseline and benchmark as the activity was begun in 2009, and all families that were participating have exhausted their eligible time. No new families were enrolled to track error rates.

### CE #5: Increase in Agency Rental Revenue

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Rental revenue in dollars (increase).	As of October 2009, 29 public housing families were disregarding \$587,415 in income.	0 families disregarding \$0 income	0	Yes
Rental revenue in dollars (increase).	As of October 2009, 13 voucher families were disregarding \$121,566 in income.	0 families disregarding \$0 income	0	Yes

Because all of these families have completed their participation, AHFC does not have any data on how the disregarded income impacted total agency revenue.

### Authorization

Attachment C, paragraphs C.11 and D.2.a. (no change)

### Regulation Citation

24 CFR 5.617 and 960.255

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## 2010-5 HQS Inspections

### Description and Status

Establish an alternate HQS inspection schedule by allowing for biennial inspections. Allow inspections conducted by other AHFC HQS-qualified staff to serve as quality control inspections.

This activity was started with Numbered Memo 12-13 dated April 17, 2012. The new policy started May 1, 2012.

- AHFC has implemented a biennial schedule for annual inspections.
- AHFC continues to ensure a unit passes HQS before it goes under a HAP contract.

The initial year of inspection scheduling has completed, and all families, where appropriate, have been transitioned to the biennial schedule. This activity has reduced AHFC's inspection activity significantly. This activity is ongoing.

### Changes or Modifications

No changes to this activity during this fiscal year.

### Metrics, Baselines, Benchmarks

#### CE #1: Agency Cost Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Reduce staff cost associated with annual HCV inspections	\$155,312 (4,096 units as of 6/30/12)	\$77,656 (reduce by 50 percent)	2013 - \$79,514 2014 - \$26,429	Yes

AHFC is using an average staff cost of \$25.00 per hour (2015 HPS II, Level 6) to determine agency cost.

#### CE #2: Staff Time Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Reduce staff time associated with annual HCV inspections	4,096 hours per year	2,048 hours per year	2013 - 2,097 hours 2014 - 1,394 hours	Yes

The baseline is set based on the number of vouchers leased as of May 1, 2012 and allowing for one hour per inspection.

#### CE #3: Decrease in Error Rate of Task Execution

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average error rate in completing a task as a percentage (decrease).	0	0		Yes

AHFC did not have errors in the execution of the annual inspection process. All annual inspections were conducted as required.

### Authorization

Attachment C, paragraph D.5 (no change) and paragraph D.7(d) (additional)

### Regulation Citation

24 CFR 982.405

## 2010-6 HQS Inspections on AHFC Properties

### Description and Status

Allow AHFC staff to inspect AHFC-owned units and determine rent reasonableness instead of paying a third party to conduct these inspections. This was created to reduce costs associated with voucher holders wanting to use an AHFC voucher in an AHFC-owned property.

This activity was implemented by staff by Numbered Memo 11-11 dated March 22, 2011. It became effective April 1, 2011. Activity is ongoing.

### Changes or Modifications

No changes to this activity during this fiscal year.

### Metrics, Baselines, Benchmarks

#### CE #1: Agency Cost Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Reduce the cost of annual inspections at AHFC properties by contracted inspectors.	\$150 per inspection or \$12,000 per year for 80 HQS inspections on AHFC properties.	Save \$12,000 per year	Savings (difference between staff cost & contractor cost): 2011 - \$3,250 2012 - \$3,250 2013 - \$2,130 2014 - \$10,000	Yes

AHFC is using an average staff cost of \$25.00 per hour (2015 HPS II, Level 6) to determine agency cost.

#### CE #2: Staff Time Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total time to complete the task in staff hours (decrease).	80 hours	80 hours		Yes

The baseline and benchmark were set based on the original number of AHFC-owned units with the potential to be leased by a voucher family. No time is expected to be saved in this activity as AHFC staff accompanied the third-party inspector at all inspections.

#### CE #3: Decrease in Error Rate of Task Execution

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average error rate in completing a task as a percentage (decrease).	0	0		Yes

As an AHFC staff member accompanied the inspector, there were no errors during the inspection process. As AHFC implemented this activity in 2011 and there are no longer any third-party inspectors, AHFC does not have any data to report.

## Authorization

Attachment C, paragraph D.2.c and paragraph D.5 (no change)

## Regulation Citation

24 CFR 982.507

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## 2010-7 Project-Based Vouchers – Owner-Managed Waiting Lists

### Description and Status

Owner management of site-based waiting lists for project-based vouchers. Owners are responsible for advertisement, collection of applications, application screening, maintaining a waiting list, and selecting applicants in the appropriate order when filling a vacant unit. AHFC continues to conduct all project-based voucher eligibility functions.

Policy for management of project-based vouchers was issued to staff with Numbered Memo 12-32 on August 21, 2012 with a start date of September 1, 2012.

- MainTree in Homer – 10 units – came on-line in March 2012.
- Loussac Place in Anchorage – 60 units – the first phase came on-line in July 2012.

### Changes or Modifications

No changes to this activity during this fiscal year.

### Metrics, Baselines, Benchmarks

#### CE #1: Agency Cost Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total cost of task in dollars (decrease).	\$300 (8 Issued)	\$0	2014 - \$37.50 (1 failure)	Yes

AHFC anticipates that staff spends 1.5 hours per application to collect, post, maintain, and select an applicant family from a waiting list. AHFC used an average cost of \$25.00 per hour 2015 HPS II, Level 6). AHFC is still responsible for the eligibility process and has not included that time or cost in this activity.

#### CE #2: Staff Time Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Decrease time to fill PBV units – Loussac Place	30 days per unit	15 days between referral and return back to owner or leasing	2012 – 7.9 days 2013 – 13 .0 days 2014 – 12.50 days	Yes
Decrease time to fill PBV units – Main Tree	30 days per unit	15 days between referral and return back to owner or leasing	2013 – 19.7 days 2014 – 26.33 days	Yes

An additional savings that cannot be calculated is the time it takes to interview families from an AHFC waiting list that would be rejected by an owner as not suitable for tenancy. Having

an owner-managed waiting list insures that every family interviewed by AHFC is a successful candidate for tenancy.

**CE #3: Decrease in Error Rate of Task Execution**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average error rate in completing a task as a percentage (decrease).	0	0		Yes

This activity is not designed to reduce staff errors with processing applications for a waiting list. This activity was designed to reduce the number of applicant families that would be approved by AHFC and then later rejected by an owner as suitable for tenancy.

**HC #3: Decrease in Wait List Time**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average applicant time on wait list in months (decrease).	770 days per applicant	Pending – will be available in FY2015 Report		

AHFC has never run a project-based voucher waiting list, so we don't have any historical data for the time spent on this type of waiting list. We have chosen to use the average waiting list time for our 2- and 3-bedroom waiting list (average 770 days per application) in Anchorage as the baseline as those units tend to turnover faster than other units (average 40 per year). The Benchmark will have to be measured by the property manager who is a third party.

**Authorization**

Attachment C, paragraph D.4 (no change)

**Regulation Citation**

24 CFR 983.251

**2010-9 Prisoner Re-Entry**

**Description and Status**

Develop a tenant-based assistance program targeting civilian re-entry of individuals released from the prison system. HAP payments are made with HOME Investment Partnership funds. The purpose of this activity is to assist with the reduction of recidivism due to prisoner homelessness upon release from incarceration.

Operational and staff costs are supported with MTW funds. AHFC has a fee-for-service for each housing unit month. These HOME administrative fees are booked as non-MTW revenue. Families are eligible for 24 months of rental assistance.

AHFC is following HOME rules at 24 CFR 92 for tenant-based assistance. Family annual income is calculated using the rules at 24 CFR 5.630, and families meet HOME income eligibility limits.

### Changes or Modifications

The original benchmark was to serve 10 families per year. AHFC set a new benchmark of 20 families per year in 2010 as the eligibility criteria for families was expanded to include all families meeting State of Alaska Department of Corrections release criteria. Specifically, the requirement that parolees be persons with disabilities was eliminated.

### Metrics, Baselines, Benchmarks

#### HC #1: Additional Units of Housing Made Available

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Increase rental assistance opportunities for families under the supervision of the State of Alaska Department of Corrections.	0	20 per year	2010 - 3 2011 - 6 2012 - 42 2013 - 55 2014 - 57	Yes

#### Original Benchmark:

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Increase housing choice for families who are typically homeless upon release from incarceration.	0	20 per year	2010 - 3 2011 - 6 2012 - 42 2013 - 55 2014 - 57	Yes.

### Authorization

Old authorization: Attachment C, paragraph D.2.d and paragraph D.3.a.

New authorization: MTW Agreement Attachment D signed January 30, 2012.

### Regulation Citation

24 CFR 92.209

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### 2010-14 AHFC Alternate Forms

Required program forms will be modified as needed to streamline processing, utilize “plain language,” address local housing market features, and provide necessary requirements for MTW activities. AHFC will provide HUD with the proposed forms in order to ensure that non-1937 Act requirements are not affected.

### Status

AHFC has developed the following customized program forms using HUD forms as a basis:

- E105 Rental Assistance Voucher Program, Unit Approval Request. This form uses form HUD-52517 Request for Tenancy Approval as the base.
- E106 Rental Assistance Voucher Program, Rental Assistance Contract. This form uses form HUD-52641 Housing Assistance Payments (HAP) Contract Housing Choice Voucher Program as the base.

- E107 Rental Assistance Voucher Program, Tenancy Addendum. This form uses form HUD-52641-A Tenancy Addendum Housing Choice Voucher Program as the base.
- FSS117 Family Self-Sufficiency Program Participation Agreement, Housing Choice Voucher and Public Housing Programs. HUD Form 52650 was used as the base. The main change is the elimination of the escrow account and insertion of financial incentives.
- VF200EIV Authorization for the Release of Information/Privacy Act Notice. HUD Form 9886 was used as the base. This form extends the expiration date to 60 months.
- PBV05A & B Project-Based Voucher Program Tenancy Addendum. HUD Form 52530 was used as the base. The main changes incorporate the various MTW waivers shown as activities in AHFC's plans.
- PBV06A & B Section 8 Project-Based Voucher (PBV) Program Housing Assistance Payments Contract. HUD Form 52530 was used as the base. This version incorporates the various MTW waivers shown as activities in AHFC's plans.
- TBRA04P HOME Tenant-Based Rental Assistance, Parolee/Probationer Coupon. This form uses form HUD-52646 as the base. Main changes include the "coupon" and time limits described in section 3.
- TBRA04Y HOME Tenant-Based Rental Assistance, Youth Coupon. This form uses form HUD-52646 as the base. Main changes include the "coupon" and time limits described in section 3.
- TBRA05 HOME Tenant-Based Rental Assistance, Unit Approval Request. This form uses form HUD-52517 Request for Tenancy Approval as the base. Instead of a tenancy addendum, a lease addendum is used (see below).
- TBRA07 HOME Tenant-Based Rental Assistance, Rental Assistance Contract. This form uses form HUD-52641 Housing Assistance Payments (HAP) Contract Housing Choice Voucher Program as the base.
- TBRA08 HOME Tenant-Based Rental Assistance, Lease Addendum. This form uses the language in 24 CFR 92.253 to amend the landlord's lease and provide tenancy protections to the family.
- V765 Housing Choice Voucher Program Voucher. HUD Form 52646 was used as the base. AHFC uses a "subsidy level" instead of a unit size.
- V765E Rental Assistance Voucher. This form uses form HUD-52646 as the base. The main alteration to this form is the language under section 5 Length of Voucher Assistance. These tenancies are limited to 36 months.

Per advice from HUD, AHFC has closed this activity in its FY2015 report and will mention any new forms created under the reporting for its specific MTW activity.

### **Projected Impact**

The proposed changes to required HCV forms is expected to streamline and simplify program administration, while also improving owner and participant understanding of program guidelines and requirements.

### **Relation to Statutory Objective**

Reduce costs and achieve greater cost effectiveness in federal expenditures

**Baselines and Benchmarks**

None.

**Hardship Requests and Results**

This section is not applicable.

**Challenges and New Strategies**

This activity is successful. No new strategies are expected.

**Data Collection Methodology**

This section is not applicable.

**Authorization and Changes to Authorization**

Attachment C, paragraph D.1 (no change)

**Regulation Citation**

Not applicable.

**2011-1 Simplification of Utility Allowance Schedules****Description and Status**

Combine existing multiple utility allowance tables into a single utility allowance table in Anchorage, Mat-Su, and Valdez. AHFC does not plan to change its evaluation methods of local utility providers when creating a new simplified table for each area identified above.

Implemented on February 1, 2011 with Numbered Memo 11-04. Monitoring of the combined forms continues. Activity is ongoing.

**Changes or Modifications**

No changes to this activity during this fiscal year.

**Metrics, Baselines, Benchmarks****CE #1: Agency Cost Savings**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Reduce staff cost by decreasing the number of utility allowance schedules for Anchorage, Mat-Su, and Valdez.	\$1,400	\$600	\$600	Yes.

AHFC has assigned a value of \$25.00 per hour (2015 HPS II, Level 6) to determine agency cost.

## CE #2: Staff Time Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Reduce staff time by creating one schedule for Anchorage, Mat-Su, and Valdez	56 hours (8 hours per schedule)	24 hours	2012 – 24 hours 2013 – 24 hours 2014 – 24 hours	Yes.

AHFC has calculated the baseline hours (seven schedules into three schedules) as follows:

- Three electric providers in Anchorage to one combined electric schedule
- Two unit type groupings in Mat-Su combined into one schedule
- Two unit type groupings in Valdez combined into one schedule

## CE #3: Decrease in Error Rate of Task Execution

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average error rate in completing a task as a percentage (decrease).	0	0		Yes

AHFC has set the baseline and benchmark to zero as this was implemented in 2012, and data is not available. Staff has noticed that participants are having an easier time with the leasing process by only having one utility sheet to use. Feedback from shoppers has been universally positive as many were confused by the multiple schedules and rates.

## CE #5: Increase in Agency Rental Revenue

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Rental revenue in dollars (increase).	0	0		Yes

AHFC did not design this activity as a cost savings method, but rather as a simplification for ease of participant use. Staff noticed that paperwork turned in by families was incomplete or incorrect because they could not determine how to use the multiple utility schedules. AHFC feels that this is a revenue neutral activity.

### Authorization

Attachment C, paragraph C.11 and D.2 (no change)

### Regulation Citation

24 CFR 982.517

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## 2011-2 Local Payment Standards

### Description and Status

This activity proposes establishing payment standards that do not rely on HUD's Fair Market Rents for AHFC housing choice voucher jurisdictions. AHFC will continue to examine each market on an annual basis to determine if the payment standard is appropriate. AHFC will also ensure that it establishes a payment standard that reflects, not leads, the market. As one of its tools, staff will use an annual, independent study conducted by AHFC's Planning and Program Development Department in cooperation with the State of Alaska Department

of Labor. This study surveys Alaska’s communities and landlords about its housing markets including vacancy rates, market conditions, rentals, and utilities. Staff will also continue to collect its own survey data on rentals in the local market.

Revised Payment Standards were developed and began on February 1, 2014 with the issuance of Numbered Memo 14-01.

**Changes or Modifications**

No changes to this activity during this fiscal year.

**Metrics, Baselines, Benchmarks**

**CE #1: Agency Cost Savings**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total cost of task in dollars (decrease).	0	0		Yes

AHFC anticipates that this will be a revenue neutral activity as staff will still survey local rental markets as well as consider additional rental market data gathered by the State of Alaska. AHFC will then compare that data to Fair Market Rents to determine an appropriate payment standard.

**CE #2: Staff Time Savings**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total time to complete the task in staff hours (decrease).	0	0		Yes

AHFC anticipates that this will not impact time devoted to this task as staff will still survey local rental markets as well as consider additional rental market data gathered by the State of Alaska. AHFC will then compare that data to Fair Market Rents to determine an appropriate payment standard.

**Original Metric**

Metric	Baseline	Benchmark	Outcome
Reduce voucher turn-back rate to less than five (5) percent.	Currently, a 21.8 percent turn-back rate.	Less than five (5) percent for inadequate payment standard	New rates just began. No data yet.

**Authorization**

Attachment C, paragraph D.2.a. (no change)

**Regulation Citation**

24 CFR 982.503.

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## 2011-3 Project-Based Vouchers – Waiver of Tenant-Based Requirement

### Description and Status

Waive the requirement to provide a tenant-based voucher to a family upon termination of project-based voucher assistance. The project-based voucher policy was approved by AHFC's Board of Directors and implemented in 2011. AHFC monitors the turnover at the development. Activity is ongoing.

### Changes or Modifications

No changes to this activity during this fiscal year.

### Metrics, Baselines, Benchmarks

#### CE #1: Agency Cost Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Decrease cost to examine and brief families.	2.0 hours per family to examine and brief.	0	2012 - \$0 2013 - Savings \$683 2014 - Savings \$400	Yes.

Savings are based on a cost of \$25.00 per hour (2015 HPS II, Level 6) with an average of eight (8) vacancies per year at current project-based voucher properties.

#### CE #2: Staff Time Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Decrease staff time to examine and brief families.	2.0 hours per family to examine and brief.	0	2012 - 0 2013 - 16 hours 2014 - 16 hours	Yes.

Savings are based on an average of eight (8) vacancies per year at current project-based voucher properties.

### Authorization

Attachment C, paragraph D.1 (no change)

### Regulation Citation

24 CFR 983.205(2)(d), 983.257, and 983.260

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## 2011-5 Project-Base Vouchers at AHFC Properties and Exceed 25 Percent Limit per Building

### Description and Status

Allow AHFC to project-base vouchers (PBV) at market rental properties it owns and exceed the building cap in project-based voucher developments. This waiver was requested as part of the development of the replacement units at Loussac Manor. In accordance with recently developed PBV policy, rent to owner will be determined by an independent entity approved by HUD.

Loussac Place contains 120 affordable housing units of which 60 are project-based vouchers in use. The vouchers are distributed throughout the bedroom sizes (one through four bedroom units) in a variety of buildings throughout the development. Based on the configuration of the development (townhouse-style units), it would have been impossible to successfully use project-based vouchers without this waiver. The units have been fully occupied since November 2012.

AHFC is also looking at this option as part of its financing for its upcoming development in Mountain View (see activity 2014-4).

### Changes or Modifications

No changes to this activity during this fiscal year.

### Metrics, Baselines, Benchmarks

#### HC #4: Displacement Prevention

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households at or below 80% AMI that would lose assistance or need to move (decrease). If units reach a specific type of household, give that type in this box.	0	0		

AHFC will not be displacing any families; this will only impact those families that choose to no longer live at the project-based voucher development. New developments are trending towards a townhouse-style of development with five or less units per building. The building cap limits the number of units that can be made available for families at 50 percent or less of area median income. AHFC wants to ensure that families will have a wide variety of units from which to choose without worrying about the number of project-based vouchers in each building.

#### Original Benchmark:

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Increase the number of affordable housing units.	0	60	2012 – 10 units 2013 – additional 60 units 2014 – 4 additional units Total – 74 units	Yes.

2012 – MainTree; 2013 – Loussac Place; 2014 – 1248 East 9<sup>th</sup> Avenue

#### Authorization

Attachment C, paragraphs D.1.e , paragraph D.7.a , and paragraph D.7.b (no change)

#### Regulation Citation

24 CFR 983.56

## 2012-1 Raise HCV Maximum Family Contribution at Lease-Up to 50 Percent

### Description and Status

Waive HUD regulations at 24 CFR 982.508 which limit a family to paying no more than 40 percent of their adjusted monthly income toward their rental portion. With the implementation of 2014-1 Reasonable Rent and Family Self-Sufficiency Initiative, this activity was slightly modified to account for Step Program families that would be transitioning to a fixed HAP subsidy. Once on a fixed subsidy amount, these families will no longer be subject to a maximum family contribution if they decide to move.

This activity was implemented with Numbered Memo 12-09 on February 14, 2012 with a start date of February 16, 2012. This activity is included as part of AHFC's reasonable rent plan (Activity 2014-1). Reference activity 2014-1h.

### Changes or Modifications

AHFC will require those families on an income-based formula (Classic and Set Aside) to adhere to this maximum family contribution of 50 percent. Families that are on a fixed subsidy will not have a family maximum due to the automatic decrease in subsidy each year.

### Metrics, Baselines, Benchmarks

#### HC #5: Increase in Resident Mobility

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase).	0	0	2014 - 87.8 percent in better neighborhood	Yes

Alaska does not have any designated poverty zones, but does have neighborhoods with a concentration of lower rents. As of the date of this report, of the 2,296 families leased in Anchorage's jurisdiction, 12.2 percent of families are leased in lower rent neighborhoods. AFHC does not have any baseline data as this measurement was added after the implementation of the activity.

#### Original Metrics:

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Increase the number of voucher clients able to lease due to increased income contribution from families.	0	No rejections due to units being more than 40 percent of income.	2012 - 24 Leased 2013 - 29 Leased 2014 - 25 Leased	Yes

#### Authorization

Attachment C, paragraph D.2.a. (no change)

#### Regulation Citation

24 CFR 982.508

## 2012-2 Nonpayment of Rent

### Description and Status

Waive HUD regulations at 24 CFR 966.4(l)(3)(i)(A) that require AHFC to allow 14 days for tenants to cure nonpayment of rent. AHFC implemented its new Public Housing Program Residential Lease Agreement effective January 1, 2012 with Numbered Memo 12-03. The nonpayment of rent period was shortened to seven days to match the Alaska Landlord-Tenant Act. The new lease was offered to each family at their annual anniversary appointment.

### Changes or Modifications

No changes to this activity during this fiscal year.

### Metrics, Baselines, Benchmarks

AHFC began this activity on September 1, 2013 with Numbered Memo 13-36. A letter was sent to all public housing residents in July 2013 to remind them of their lease provision and the new shortened period to pay their late rent. In addition, the grace period for payment of rent was extended to the 7th calendar day of each month. Activity is ongoing.

#### CE #1: Agency Cost Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total cost of task in dollars (decrease).	Cost of task prior to implementation of the activity (in dollars).	Expected cost of task after implementation of the activity (in dollars).	Actual cost of task after implementation of the activity (in dollars).	Whether the outcome meets or exceeds the benchmark.

This data will be reported in the FY2015 MTW Annual Report. As of this report, AHFC had evicted 30 tenants with an average eviction time of 22.8 days between filing and move-out.

#### CE #2: Staff Time Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total time to complete the task in staff hours (decrease).	0	0		

AHFC anticipates that this will be a time neutral activity as staff must still process the same paperwork in order to evict a family.

#### Original Metric

Metric	Baseline	Benchmark	Outcome
Reduce the amount of rent owed by vacated tenants	36 percent of annual vacated tenant debt is rent.	Reduce rent to 25 percent of annual vacated tenant debt	Tenant notification was in July 2013 with a start date set for September 1, 2013.

**Authorization**

Attachment C, paragraph C.9.b. (no change)

**Regulation Citation**

24 CFR 966.4(l)(3)

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## 2012-4 Sponsor-Based Rental Assistance Program, Karluk Manor

**Description and Status**

Fund rental assistance outside Section 8 rules consistent with ‘broader uses of funds’ authority in Attachment D of the Agreement. Provide the funding equivalent for rental assistance of 35 project-based voucher units at a Housing First development, Karluk Manor. Karluk Manor’s 48 units are fully leased, and AHFC continues to monitor the funding requests each month. Activity is ongoing.

**Changes or Modifications**

Prior to the end of FY2015, AHFC plans to extend rental assistance to all 48 units at Karluk Manor. Records each month show that all individuals at Karluk Manor are income eligible under voucher income limits. An amendment to the contract is in process to begin this increased funding no later than July 1, 2015.

**Metrics, Baselines, Benchmarks****HC #1: Additional Units of Housing Made Available**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Increased rental assistance made available to households at or below 50 percent of area median income.	0	35 units Increase to 46 units- 7/1/15	35 units	Yes.

**Original Metric**

Metric	Baseline	Benchmark	Outcome
Serve 35 chronic homeless individuals with a physical or mental disability, substance abuse, or chronic health condition.	0	Fill 35 units each year	AHFC monitors the occupancy each month to ensure payment equivalent to 35 vouchers. For FY2013 average HAP per month is \$20,115 or \$575 per voucher per month. 35 units occupied each month.

**Authorization and Changes to Authorization**

Attachment D of the MTW Agreement signed January 30, 2012.

## 2013-1 Youth Aging Out of Foster Care

### Description and Status

A time-limited (36 months), tenant-based rental assistance program targeting youth ages 18 to 24 aging out of Alaskan foster care. The program serves direct referrals from the State of Alaska Department of Health and Social Services. These referrals are eligible for three years of rental assistance.

Due to the success of the TBRA Parolee/Probationer program with the Alaska Department of Corrections, AHFC partnered with the State of Alaska Office of Children's Services to provide a similar program for youth aging out of foster care. A Memorandum of Agreement was executed in July 2012. The program began on November 1, 2012.

HOME Investment Partnership Program funds pay for the monthly HAP. Operational and staff costs are supported with MTW funds. AHFC has developed a fee-for-service for each housing unit month. These HOME administrative fees are booked as Non-MTW revenue.

AHFC is following HOME rules at 24 CFR 92 for tenant-based assistance. Family annual income is calculated using the rules at 24 CFR 5.630.

### Changes or Modifications

No changes to this activity during this fiscal year.

### Metrics, Baselines, Benchmarks

#### HC #1: Additional Units of Housing Made Available

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Serve 40 youth aging out of foster care through direct referral from the State of Alaska Office of Children's Services	0	40 per year	2013 - 15 leased; 6 shopping 2014 - 21 leased; 6 shopping	No

At this time, the Office of Children's Services has only three representatives to provide the specialized case work needed to support these youth. We anticipate that as the program develops, additional youth will be housed.

#### HC #3: Decrease in Wait List Time

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average applicant time on wait list in months (decrease).	0	0		

AHFC does not have any baseline or benchmark data for this metric as this was a population that was not traditionally served by AHFC in the past. The program was developed because AHFC felt that this population was not utilizing rental assistance and was becoming part of the homeless population.

## Authorization

Attachment D of the MTW Agreement signed January 30, 2012 allows for “broader uses of funds.” AHFC will rely on that authority to use MTW block grant funds to partially offset administrative costs to support this HOME-funded activity.

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## 2013-2 Empowering Choice Housing Program (ECHP)

### Description and Status

In partnership with the State of Alaska Council on Domestic Violence and Sexual Assault and the Alaska Network on Domestic Violence and Sexual Assault (ANDVSA), a set aside of MTW vouchers to exclusively serve families displaced due to domestic violence and sexual assault. This is a time-limited (36 month) program for families referred directly from the ANDVSA member agency.

For those communities without a Voucher Program (Bethel, Cordova, Nome), AHFC continues to offer preferential placement on its Public Housing Program waiting lists for families displaced due to domestic violence. The ANDVSA member agency is responsible for referring those families.

This program is available in every community currently offering an AHFC Housing Choice Voucher Program. This proposal was approved by the AHFC Board of Directors with Resolution 2012-29 and begun on November 1, 2012 with Numbered Memo 12-42. AHFC received two legislative appropriations for additional rental assistance. Activity is ongoing.

### Changes or Modifications

No changes to this activity during this fiscal year.

### Metrics, Baselines, Benchmarks

#### CE #4: Increase in Resources Leveraged

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Amount of funds leveraged in dollars (increase).	0	2013-\$1.34 million 2014-\$1.5 million	\$2.84 million	Yes.

AHFC's block grant HAP is supplemented by an additional appropriation from the State of Alaska to increase the number of ECHP vouchers available to families. These additional funds would not be available to AHFC for rental assistance without this program.

#### HC #1: Additional Units of Housing Made Available

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Serve 100 families displaced due to domestic violence by referral from the Alaska Network on Domestic Violence and Sexual Assault.	0	100 families per year	2013 - 57 leased; 38 shopping 2014 - 146 leased	Yes.

This program is responsible for leveraging additional funds from the State of Alaska to provide additional units of housing not previously available to AHFC through traditional federal funding.

### HC #3: Decrease in Wait List Time

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average applicant time on wait list in months (decrease).	0	0	2014 - 66 days	

AHFC does not have baseline data for the actual decrease in waiting list time. Also, AHFC does not maintain a waiting list for ECHP vouchers for voucher locations outside of Anchorage. As of the date of this report, families are spending an average of 66 days on the Anchorage ECHP waiting list.

### HC #5: Increase in Resident Mobility

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase).	0	254 - all are eligible		Yes

AHFC provides a waiver to families to move to any Alaskan voucher community upon issuance of a voucher to assist with safety issues.

### Original Metric

Metric	Baseline	Benchmark	Outcome
Serve 150 families with monies provided by the State of Alaska.	0	250 per year	As of 06/30/2013, 57 families were leased in nine voucher communities. An additional 38 were shopping.
Serve 100 families with monies provided in AHFC's MTW Block Grant.			

In June and July 2013, the average HAP decreased to approximately \$765 per unit. As of the end of September 2013, HAP was averaging \$716 per unit. AHFC and its partners anticipate an increase in the leasing rates for FY2014 to get closer to an increased leasing of 250 families.

### Authorization

Attachment C, paragraph B.1.b.iv, paragraph D.2.d, and paragraph D.4. (no change)

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## 2014-1 Reasonable Rent and Family Self-Sufficiency Initiative

### Description and Status

This activity addresses the MTW Agreement requirement to establish a reasonable rent policy designed to encourage employment and self-sufficiency by participating families (MTW Agreement, Section III). This activity was issued to staff on January 13, 2014 with

Numbered Memo 14-01. The program began for Housing Choice Voucher families effective February 1, 2014 for all new admissions and transitioning families with annual examinations effective May 1, 2014 and later.

### Changes or Modifications

Further clarification of this activity was sent to HUD with amendments 1 and 2 to the FY2014 MTW Plan.

### Metrics, Baselines, Benchmarks

Setting an income-based rent of 28.5 percent allows AHFC to break even in its first year of operation under the new model. Conservative estimates put annual HAP savings at approximately \$1.5 million per year for the voucher program once families begin to transition from Year 2 to Year 3 (projected savings are based on AHFC paying 50 percent of the current payment standard).

#### CE #1: Agency Cost Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total cost of task in dollars (decrease).	Cost of task prior to implementation of the activity (in dollars).	Expected cost of task after implementation of the activity (in dollars).	Actual cost of task after implementation of the activity (in dollars).	Whether the outcome meets or exceeds the benchmark.

Preliminary data will be available in the FY2015 Annual Report.

#### CE #2: Staff Time Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total time to complete the task in staff hours (decrease).	Total amount of staff time dedicated to the task prior to implementation of the activity (in hours).	Expected amount of total staff time dedicated to the task after implementation of the activity (in hours).	Actual amount of total staff time dedicated to the task after implementation of the activity (in hours).	Whether the outcome meets or exceeds the benchmark.

Preliminary data will be available in the FY2015 Annual Report.

**CE #3: Decrease in Error Rate of Task Execution**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average error rate in completing a task as a percentage (decrease).	Average error rate of task prior to implementation of the activity (percentage).	Expected average error rate of task after implementation of the activity (percentage).	Actual average error rate of task after implementation of the activity (percentage).	Whether the outcome meets or exceeds the benchmark.

Preliminary data will be available in the FY2015 Annual Report.

**CE #5: Increase in Agency Rental Revenue**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Rental revenue in dollars (increase).	Rental revenue prior to implementation of the activity (in dollars).	Expected rental revenue after implementation of the activity (in dollars).	Actual rental revenue after implementation of the activity (in dollars).	Whether the outcome meets or exceeds the benchmark.

Preliminary data will be available in the FY2015 Annual Report.

**SS #1: Increase in Household Income**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average earned income of households affected by this policy in dollars (increase).	Average earned income of households affected by this policy prior to implementation of the activity (in dollars).	Expected average earned income of households affected by this policy prior to implementation of the activity (in dollars).	Actual average earned income of households affected by this policy prior to implementation (in dollars).	Whether the outcome meets or exceeds the benchmark.

Preliminary data will be available in the FY2015 Annual Report.

**SS #2: Increase in Household Savings**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average amount of savings/escrow of households affected by this policy in dollars (increase).	Average savings/escrow amount of households affected by this policy prior to implementation of the activity (in dollars). This number may be zero.	Expected average savings/escrow amount of households affected by this policy after implementation of the activity (in dollars).	Actual average savings/escrow amount of households affected by this policy after implementation of the activity (in dollars).	Whether the outcome meets or exceeds the benchmark.

Preliminary data will be available in the FY2015 Annual Report.

**SS #3: Increase in Positive Outcomes in Employment Status**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Report the following information separately for each category:	Head(s) of households in <<category name>> prior to implementation of the activity (number). This number may be zero.	Expected head(s) of households in <<category name>> after implementation of the activity (number).	Actual head(s) of households in <<category name>> after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark.
(1) Employed Full-Time (2) Employed Part-Time (3) Enrolled in an Educational Program (4) Enrolled in Job Training Program (5) Unemployed (6) Other	Percentage of total work-able households in <<category name>> prior to implementation of activity (percent). This number may be zero.	Expected percentage of total work-able households in <<category name>> after implementation of the activity (percent).	Actual percentage of total work-able households in <<category name>> after implementation of the activity (percent).	Whether the outcome meets or exceeds the benchmark.

Preliminary data will be available in the FY2015 Annual Report.

**SS #4: Households Removed from Temporary Assistance for Needy Families (TANF)**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households receiving TANF assistance (decrease).	Households receiving TANF prior to implementation of the activity (number)	Expected number of households receiving TANF after implementation of the activity (number).	Actual households receiving TANF after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark.

Preliminary data will be available in the FY2015 Annual Report.

**SS #5: Households Assisted by Services that Increase Self Sufficiency**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households receiving services aimed to increase self sufficiency (increase).	Households receiving self sufficiency services prior to implementation of the activity (number).	Expected number of households receiving self sufficiency services after implementation of the activity (number).	Actual number of households receiving self sufficiency services after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark.

AHFC does not expect a large number of enrollments in the first year as subsidy is still based on income, but we expect the number of enrollees to increase in Year 2. Preliminary data will be available in the FY2015 Annual Report.

**SS #6: Reducing Per Unit Subsidy Costs for Participating Households**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average amount of Section 8 and/or 9 subsidy per household affected by this policy in dollars (decrease).	Average subsidy per household affected by this policy prior to implementation of the activity (in dollars).	Expected average subsidy per household affected by this policy after implementation of the activity (in dollars).	Actual average subsidy per household affected by this policy after implementation of the activity (in dollars).	Whether the outcome meets or exceeds the benchmark.

Preliminary data will be available in the FY2015 Annual Report.

### SS #7: Increase in Agency Rental Revenue

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
PHA rental revenue in dollars (increase).	PHA rental revenue prior to implementation of the activity (in dollars).	Expected PHA rental revenue after implementation of the activity (in dollars).	Actual PHA rental revenue after implementation of the activity (in dollars).	Whether the outcome meets or exceeds the benchmark.

Preliminary data will be available in the FY2015 Annual Report.

### SS #8: Households Transitioned to Self Sufficiency

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households transitioned to self sufficiency (increase). The PHA may create one or more definitions for "self sufficiency" to use for this metric. Each time the PHA uses this metric, the "Outcome" number should also be provided in Section (II) Operating Information in the space provided.	Households transitioned to self sufficiency (<<PHA definition of self-sufficiency>>) prior to implementation of the activity (number). This number may be zero.	Expected households transitioned to self sufficiency (<<PHA definition of self-sufficiency>>) after implementation of the activity (number).	Actual households transitioned to self sufficiency (<<PHA definition of self-sufficiency>>) after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark.

Preliminary data will be available in the FY2015 Annual Report.

#### Authorization

Attachment C, paragraph C.4 and paragraph C.11 (no change)

Attachment C, paragraph D.2 and paragraph D.3 (no change)

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## 2014-1a Population Definitions

### Description and Status

HUD definitions of Working Family, Disabled Family, Elderly Family, and Full-Time Student are currently provided at 24 CFR 5.403. AHFC proposes the following definitions as part of its rent reform activity.

1. **Disabled or Elderly Family** is defined as 100 percent of adult household members are either a person with a disability (as defined in 24 CFR 5.403) or 62 years of age

or older. These families may include a live-in aide (as defined in 24 CFR 5.403), minors, or full-time students.

2. **Full-Time Student** is defined as a dependent adult under the age of 24 who is enrolled as a student at an institution of higher education and meets the school's definition of full-time enrollment. AHFC will continue to disregard any income earned by an individual while full-time student status is maintained.
3. **Work-Able Family** is defined as any household that does not meet the definition of an elderly/disabled family.

### **Changes or Modifications**

Disabled or Elderly Families are now called "Classic Program" families. Work-Able Families are now called "Step Program" families.

### **Authorization**

Public Housing – Attachment C, paragraph C.2. (no change)

Housing Choice Voucher – Attachment C, paragraph D.4. (no change)

### **Requested Regulation Waiver**

HUD definitions of Working Family, Disabled Family, Elderly Family, and Full-Time Student are currently provided at 24 CFR 5.403 and 24 CFR 5.612.

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## **2014-1b Minimum Rent**

### **Description and Status**

This supporting activity is for the purpose of establishing a minimum rent in exception to HUD regulations. HUD regulations require AHFC to establish a minimum monthly rent for the Public Housing and Housing Choice Voucher programs that does not exceed \$50 per month. AHFC proposes the following minimum rents as part of its rent reform activity.

1. **Classic Program family** – the minimum rent will be \$25. This is lower than the current \$50 minimum rent. Because AHFC is limiting this population, and it is anticipated that these families will not have wage earners, staff felt that it was more reasonable to set a \$25 rate. AHFC does not require a waiver for this proposal.
2. **Step Program family** – the minimum rent will be \$100. Staff felt that this was a more reasonable minimum rent and prepared the family for the increase in their monthly rental obligation in year 2.

### **Changes or Modifications**

Disabled or Elderly Families are now called "Classic Program" families. Work-Able Families are now called "Step Program" families.

### **Authorization**

Public Housing – Attachment C, paragraph C.11. (no change)

Housing Choice Voucher – Attachment C, paragraph D.2.a. (no change)

**Requested Regulation Waiver**

HUD regulations at 24 CFR 5.630.

**Changes or Modifications**

No changes to this activity during this fiscal year.

**Authorization**

Public Housing – Attachment C, paragraph C.11. (no change)

Housing Choice Voucher – Attachment C, paragraph D.2.a. (no change)

**Requested Regulation Waiver**

Housing Choice Voucher - HUD regulations at 24 CFR 982.517.

Public Housing – HUD regulations at 24 CFR 960.253, 965.502 through 965.506, and 966.4.

Both – HUD regulations at 24 CFR 5.632.

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**2014-1d Family Self-Sufficiency Program****Description and Status**

An expansion of AHFC's current FSS Program to other AHFC public housing and voucher locations not currently served. Preliminarily, AHFC plans to offer the FSS Program to any work-able family that wishes to participate. Because of the limited number of FSS staff and wide geographic dispersion of AHFC programs, FSS staff may follow families telephonically.

Currently, AHFC is finalizing its program guidelines and manuals. AHFC plans to begin offering new enrollments and closing out old escrow accounts as staff transitions families to the new rent model.

**Changes or Modifications**

Amendment 2 to the FY2014 Moving to Work Plan was submitted to HUD on February 19, 2014.

**Authorization**

Attachment C, paragraph E. (no change)

**Requested Regulation Waiver**

HUD regulations at 24 CFR 984.

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**2014-1e Family Choice of Rent and Flat Rents****Description and Status**

This supporting activity proposes waiving the annual requirement to offer a public housing family the choice of a flat or income-based rent. AHFC currently sets a market rent rate for its Public Housing units each year. This market rent is called the flat rent. If a family's income rises to a point where their required contribution would exceed the flat rent, AHFC

offers the family the flat rent rate. With the implementation of time limits and subsidy steps, families will be allowed to keep any earnings over their required contribution. The need for a maximum rent cap is eliminated through the new proposed rent calculation method.

### **Changes or Modifications**

No changes to this activity during this fiscal year.

### **Authorization**

Attachment C, paragraph C.11. (no change)

### **Requested Regulation Waiver**

HUD regulations at 24 CFR 960.253.

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## **2014-1f Ineligible Noncitizen Proration**

### **Description and Status**

This supporting activity proposes an alternate methodology for prorating the assistance available to families with ineligible noncitizen members. Current regulations require:

- Public Housing, AHFC must formulate a “maximum” subsidy each year and update it.
- Voucher clients, AHFC can give families an estimated figure of their prorated subsidy, but the final figure depends upon the gross rent of the unit rented.

Both procedures are administratively burdensome for the low numbers of ineligible noncitizens in AHFC’s portfolio. For a family with ineligible noncitizen members in the household, AHFC will deduct \$50 from the family’s subsidy as long as the ineligible noncitizen members reside in the household.

### **Changes or Modifications**

No changes to this activity during this fiscal year.

### **Authorization**

Attachment C, paragraph C.4 and paragraph C.11. (no change)

Attachment C, paragraph D.2.a and D.3.a. (no change)

### **Requested Regulation Waiver**

HUD regulations at 24 CFR 5.520.

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## **2014-1g Annual Recertification Requirement**

### **Description and Status**

This supporting activity proposes an alternate recertification schedule for families subject to rent reform activities. AHFC will continue to verify family composition on an annual basis for both Classic and Step Program populations. AHFC will be altering how it conducts its annual

income certifications. AHFC will continue to pull the Enterprise Income Verification (EIV) report to track income and how the rent reform activity is affecting its clientele.

- **Classic Program** – these families will be moved to a triennial (every three years) examination schedule. In the no examination years for Public Housing, AHFC will continue to verify household composition and certify compliance with community service obligations.
- **Step Program** – these families will receive an income examination at time of admission to determine eligibility under income limit guidelines and set their income-based rent for the first year. AHFC will not conduct any additional income verification processes unless the family requests a hardship. Each year, AHFC will discuss the EIV report with the family, and the family will self-certify to its accuracy. AHFC will report those figures on the 50058.
- **Transitioning Current Clientele** – AHFC will conduct a full income examination at each family's annual anniversary prior to transitioning the family to the new subsidy model. These families will be placed in the model in accordance with their current income level. For example, if a family is currently receiving 50 percent of the payment standard, they will enter the program at step three of the model. They will receive assistance for three years at the 50 percent level before transitioning to 40 percent in year 4 and then 30 percent in year 5.

### **Changes or Modifications**

No changes to this activity during this fiscal year.

### **Authorization**

Public Housing - Attachment C, paragraph C.4 and paragraph C.11. (no change)

Housing Choice Voucher - Attachment C, paragraph D.1.c, D.2.a, and D.3.b. (no change)

### **Requested Regulation Waiver**

Public Housing – HUD regulations at 24 CFR 960.257.

Housing Choice Voucher – HUD regulations at 24 CFR 982.516

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## **2014-1h Annual and Adjusted Annual Income Calculation**

### **Description and Status**

This supporting activity proposes an alternate methodology for calculating a family's annual income. AHFC does not propose to deviate from the following regulations:

- Guidelines provided for income sources and which are included or excluded as part of a family's annual income.
- Guidelines provided for determining an asset and when an asset becomes annual income. Activity 2010-2 does change the asset threshold.
- Guidelines provided for determining when a welfare benefit reduction affects annual income.

AHFC has waivers for the following regulations and plans to continue using the waiver.

- Activity 2010-1 sets a biennial examination schedule for elderly/disabled families. With the new model, families that qualify under this definition is expanded and will transition to a triennial schedule. See supporting Activity 2014-1h.
- Activity 2010-2 raising the asset threshold from \$5,000 to \$10,000.
- Activity 2010-3 eliminating the Earned Income Disallowance program for persons with disabilities and families engaging in work activities.
- Activity 2010-14 AHFC Alternate Forms allows AHFC to create its own forms for use in its activity. As policy is developed, it is anticipated that AHFC will be developing alternates to current HUD forms.
- Activity 2012-1 which raised the allowable voucher family contribution towards rent from 40 percent of monthly adjusted income to 50 percent of monthly adjusted income when leasing.

As part of this plan, AHFC is proposing the following waivers. Families that believe they will suffer a financial hardship due to the elimination of these allowances will be able to request a hardship (see the Administrative Section of this Plan).

- Elimination of the annual \$400 allowance for an elderly/disabled family.
- Elimination of the allowance of \$480 for each minor dependent in a household.
- Elimination of the medical allowance for out-of-pocket expenses for elderly/disabled families.
- Elimination of the handicap allowance for out-of-pocket expenses which allow a person with disabilities to engage in work activities.
- Elimination of the childcare allowance for out-of-pocket expenses for care of minors under the age of 13 to allow an adult household member to engage in work activities.

### **Changes or Modifications**

No changes to this activity during this fiscal year.

### **Authorization**

Attachment C, paragraph C.4 and paragraph C.11. (no change)

Attachment C, paragraph D.2.a and D.3.a. (no change)

### **Requested Regulation Waiver**

Both Programs - HUD regulations at 24 CFR 5.611, 24 CFR 5.617, and 24 CFR 5.628

Public Housing - 24 CFR 960.225 and 24 CFR 966.4(b)(1)

Housing Choice Voucher – 24 CFR 982.503, 24 CFR 982.505, and 24 CFR 982.508

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## **2014-1i Portability**

### **Description and Status**

This supporting activity proposes changes to AHFC's Housing Choice Voucher Administrative Plan regarding requirements that Step Program families must meet before allowing a family to port AHFC's voucher to another housing authority's jurisdiction. AHFC does not propose any changes to current HUD regulations regarding portability for Nonelderly Disabled (NED)

Vouchers or Veterans Affairs Supportive Housing (VASH) Vouchers. AHFC will also continue to offer portability under current HUD regulations to all MTW tenant-based voucher holders that are classified as Classic Program.

AHFC does not plan to make any changes to the rules governing port-in vouchers, except to streamline the calculation of family income as specified in Activity 2014-1h. AHFC will continue to enforce the regulations regarding nonresident applicants under 24 CFR 982.353(c). AHFC will also continue to enforce the regulations regarding income eligibility under 24 CFR 982.353(d). AHFC does not propose any changes to the regulations under 24 CFR 982.355 regarding administration by receiving PHAs.

AHFC proposes the following limitations for Step Program families seeking to port a voucher from AHFC's jurisdiction.

- **Absorption by the Receiving PHA** – if a receiving PHA is absorbing vouchers, the Step Program family may port their tenant-based voucher if they meet the requirements under 24 CFR 982.353(b).
- **Reasonable Accommodation** – if a Step Program family needs to move their tenant-based voucher to another PHA's jurisdiction in order to accommodate a family member with a disability, AHFC will allow those with appropriate documentation. The family must meet the requirements under 24 CFR 982.353(b).
- **VAWA Protections** – if a Step Program family needs to move their tenant-based voucher to another PHA's jurisdiction in order to receive protections afforded under the Violence Against Women Act (VAWA), AHFC will allow those with appropriate documentation. The family must meet the requirements under 24 CFR 982.353(b).

### **Changes or Modifications**

No changes to this activity during this fiscal year.

### **Authorization**

Housing Choice Voucher - Attachment C, paragraph D.1.g. (no change)

### **Requested Regulation Waiver**

Housing Choice Voucher – HUD regulations at 24 CFR 982.353

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## **2014-3 PBV Inspection Requirements**

### **Description and Status**

For project-based voucher (PBV) developments, AHFC would like flexibility when determining the number of annual and quality control inspections. The number required may vary depending on the development configuration and number of PBV units.

AHFC would like to base its initial and annual inspection requirement on the needs of each individual development. AHFC would reserve the right to inspect any time it suspects that the owner is not in compliance with Housing Quality Standards (HQS) or if the fail rate reaches 20 percent at the development. AHFC will continue to investigate tenant complaints

regarding the condition of a PBV unit. AHFC will also continue to conduct the initial property and unit inspections before entering into a HAP Contract for the development.

AHFC will detail the inspection requirements in the HAP Contract with each owner. AHFC would like to choose from the following options:

- Continue to conduct the initial and annual move-in inspection in accordance with its Housing Choice Voucher Administrative Plan.
- Allow owners with qualified staff to conduct the initial move-in and send the HUD-required forms to AHFC.
- Conduct annual reviews consisting of a sample of units that is consistent with its current quality assurance plan. The plan details the inspection universe and how units will be selected. This plan may include inspections conducted by AHFC's Internal Audit department.
- Allow quality assurance staff to substitute inspections conducted by its Internal Audit department for its annual inspection requirement. In some instances, Internal Audit inspects a far larger number of units than the quality assurance plan would specify.
- Determine any additional number and type of units that need to be inspected if quality assurance inspections fail. This number can vary widely if the units that fail are based in a particular building or spread throughout the development.
- Include PBV units as part of an area's annual quality assurance inspection plan. For smaller developments in small communities, AHFC is more intimately acquainted with the building, its owner, and its tenants.

AHFC has an additional quality assurance process for those developments with PBV and Low Income Housing Tax Credit Programs, as AHFC's Internal Audit Department conducts reviews of the property which includes unit inspections. AHFC's quality assurance staff will review Internal Audit's findings and consider those inspections as part of its inspection universe.

### **Changes or Modifications**

No changes to this activity during this fiscal year.

### **Metrics, Baselines, Benchmarks**

AHFC will measure the success of this activity by analyzing the number of failed inspections at PBV properties as a percentage of the inspections conducted in a particular period.

- The baseline is zero as PBV units are new (both developments were constructed in 2012) to AHFC's portfolio.
- AHFC will count the number of inspections conducted during the period under review. AHFC will look at the number of failed inspections as a percentage of the total inspections at a particular development. AHFC will also examine the types and severity of fails to see if they are owner or tenant caused.
- AHFC will increase its inspection requirements if a property experiences more than a 20 percent fail rate for major fail items.

AHFC will examine its computer records to determine the number of move-in, annual, complaint, and quality assurance inspections at each PBV property. AHFC will also review

the number of failed inspections, the types of fails (minor or major), and the owner's responsiveness to the failed inspections.

**CE #1: Agency Cost Savings**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total cost of task in dollars (decrease).	0	0		

AHFC anticipates that this will be a revenue neutral activity as staff will still perform inspections whether it be voucher, audit, or quality assurance staff.

**CE #2: Staff Time Savings**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total time to complete the task in staff hours (decrease).	0	0		

AHFC anticipates that this activity will not result in time savings as staff will still perform inspections whether it be voucher, audit, or quality assurance staff.

**CE #3: Decrease in Error Rate of Task Execution**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average error rate in completing a task as a percentage (decrease).	0	0		

AHFC does not have errors for completion of annual or quality assurance inspections. All are completed as required, and AHFC does not anticipate that this will change.

**Authorization**

Attachment C, paragraph D.5 and paragraph D.7.d. (no change)

**Requested Regulation Waiver**

- HUD regulations at 24 CFR 983.103(c) for turnover inspection requirements.
- HUD regulations at 24 CFR 983.103(d)(1) for annual inspection random sample requirements.
- HUD regulations at 24 CFR 983.103(d)(2) for annual inspection failed unit inspection requirements.
- HUD regulations at 24 CFR 983.103(e)(2) for failed inspection follow-up requirements.

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**2014-4 Mountain View and San Roberto Development**

**Description and Status**

AHFC will use its MTW funds and its development expertise to support affordable housing acquisition and development. AHFC will also pursue disposition and redevelopment of its current Public Housing portfolio through its subsidiary entity, Alaska Corporation for Affordable Housing (ACAH).

An architectural rendering of the proposed development at Mountain View is shown below. The development will contain:

- A community center
- Four buildings containing a total of 20 units for seniors
- Ten family buildings containing 50 two-bedroom units
- Several recreation and play areas
- On-site parking

### Changes or Modifications

AHFC's disposition application was approved by HUD's SAC office to demolish 16 units on San Roberto Avenue in Anchorage and rebuild 18 units of affordable housing. Letters have been sent to the current residents to begin the relocation process.

### Metrics, Baselines, Benchmarks

#### CE #4: Increase in Resources Leveraged

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Amount of funds leveraged in dollars (increase).	Amount leveraged prior to implementation of the activity (in dollars). This number may be zero.	Expected amount leveraged after implementation of the activity (in dollars).	Actual amount leveraged after implementation of the activity (in dollars).	Whether the outcome meets or exceeds the benchmark.

Preliminary data will be available in the FY2015 Annual Report.

#### HC #1: Additional Units of Housing Made Available

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Add new units of housing for seniors at or below 80 percent of area median income.	0	20 new units in Mountain View	pending	Pending
Add new units of housing for families at or below 80 percent of area median income.	0	50 new units in Mountain View	Pending	Pending
Add new units of housing for families at or below 80 percent of area median income.	16 public housing family units on San Roberto Avenue	18 new units on San Roberto Avenue	Pending	Pending

## HC #2: Units of Housing Preserved

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of housing units preserved for households at or below 80% AMI that would otherwise not be available (increase). If units reach a specific type of household, give that type in this box.	16 units of family housing at 80 percent of area median income	16 units of family housing at 50 percent of area median income		

## HC #5: Increase in Resident Mobility

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase).	0	70		

This data is for Ridgeline Terrace only. This is a new construction development consisting of 70 units; 20 units are reserved for elderly/disabled families and 50 units are reserved for families. These units will be a combination of project-based vouchers, tax credit, and market rate rental units.

### Authorization

MTW Agreement Attachment D signed January 30, 2012.

### Regulation Citation

AHFC will follow the guidance set forth in PIH Notice 2011-45.

## B. NOT YET IMPLEMENTED ACTIVITIES

### 2010-10 Use of HCV Program for Persons with Disabilities

#### Description and Status

Exploration of alternate methods of providing housing assistance for persons with disabilities. Currently, AHFC offers the following voucher types using its MTW Block Grant. These are largely carryovers from earlier HUD voucher offerings.

- Anchorage reserves 20 vouchers for Chronically Mentally Ill (ACMI) individuals referred through Anchorage Community Mental Health Services.
- Statewide, 96 vouchers (DIS-SW) are reserved for persons with disabilities. This is a set aside of MTW vouchers for this population.
- Statewide, AHFC had reserved 20 vouchers for persons with qualified Medicaid waivers. This waiting list was recently closed in anticipation of a new statewide waiting list initiative (see below).

### **Implementation Plan and Timeline**

AHFC is currently in discussions with the State of Alaska Department of Health and Social Services to group all these vouchers into one set aside and serve a population that will be referred by an appropriate agency serving persons with disabilities. The hope is to tie supportive services to the rental assistance to help ensure long-term success.

### **Changes or Modifications**

Changes in the administration of these vouchers will be changed once the Memorandum of Agreement is signed with Department of Health and Social Services.

### **Original Benchmarks**

<b>Metric</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>
Increase housing opportunities for special needs populations	37 families per year	37 families per year	As of 06/30/2013: QMV – 20 families leased ACMI – 11 families leased DIS-SW – 79 families leased

AHFC anticipates changing these benchmarks and metrics once the target population is identified, and the agreement is finalized.

### **Authorization and Changes to Authorization**

Attachment C, paragraph D.3 and D.4 (no change)

## **C. ACTIVITIES ON HOLD**

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### **2010-11 Project-Based Voucher Assistance in Transitional Housing**

#### **Description and Status**

Project-base vouchers for no longer than 24 months in transitional housing that serves homeless populations. AHFC is serving part of the homeless population through its Prisoner Re-Entry (Activity 2010-9), Youth Aging Out of Foster Care (2013-1) and Empowering Choice Housing Program (2013-2).

#### **Reason for Hold**

AHFC has not pursued project-based vouchers in a transitional facility as AHFC has not had excess funds in its Voucher Program to fund these vouchers. Activity is still in development.

#### **Implementation Plan and Timeline**

None at this time. Once AHFC is able to operate its voucher program with a loss, AHFC will again explore this activity.

#### **Changes or Modifications**

No changes to this activity during this fiscal year.

## Authorization and Changes to Authorization

Attachment C, paragraph B.4 (no change)

## Regulation Citation

24 CFR 983.53

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## 2010-13 Homeownership Program

### Description and Status

Offer down payment assistance in lieu of a monthly HAP payment.

AHFC currently has 41 homeowners receiving assistance for homeownership under a HAP plan. AHFC suspended applications for this program in 2008, when administrative costs exceeded budget authority. The Board of Directors approved the permanent closure on March 9, 2011.

### Reason for Hold

Further development of this activity is tied to future leasing rates and available funds. Staff is also exploring the possibility of other funding sources that may be available to fund the down payment while using MTW funds to cover the administrative cost. Activity is on hold.

### Implementation Plan and Timeline

None at this time. Once AHFC is able to operate its voucher program with a loss, AHFC will again explore this activity.

### Changes or Modifications

No changes to this activity during this fiscal year.

### Original Benchmarks

Metric	Baseline	Benchmark	Outcome
Reduce administrative costs of the homeownership program.	\$6,250 per participant	\$1,562 per participant	Lack of available funds has postponed implementation.

## Authorization and Changes to Authorization

Attachment C, paragraph D.8.a (no change)

## Regulation Citation

24 CFR 982.625

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## 2012-3 Waiver of Automatic Termination of HAP Contract

### Description and Status

Waive HUD regulations at 24 CFR 982.455 that require AHFC automatically terminate a HAP contract 180 days after the last housing assistance payment to the owner.

**Reason for Hold**

Staff was gathering statistics to see how many families would be affected by the shortened time frame. This activity will be closed for work-able families as AHFC's reasonable rent plan (Activity 2014-1) implements a time-limited program.

Staff has not discussed what will happen if a family under the elderly/disabled classification goes to zero HAP. AHFC does not currently have any families under that designation that would be in that situation.

**Implementation Plan and Timeline**

Staff will continue to monitor this possibility as families transition to rent reform. Any proposed action that would end voucher assistance outside of regulations will go out for public comment before it is implemented.

**Changes or Modifications**

No changes to this activity during this fiscal year.

**Authorization and Changes to Authorization**

Attachment C, paragraph D.1.a and paragraph D.2.d. (no change)

**Regulation Citation**

24 CFR 982.455 and language in the Housing Assistance Payments Contract, Part B, Section 4, Term of HAP Contract.

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**2014-2 Use of TIC Sheets for PBV Income Calculations****Description and Status**

For project-based voucher (PBV) developments that also utilize Low Income Housing Tax Credit (LIHTC) Program financing, AHFC would like to substitute the LIHTC Tenant Income Certification (TIC) for income and asset verification and determination of subsidy.

AHFC will still conduct its standard screening criteria in accordance with its Housing Choice Voucher Administrative Plan before admitting any family to the PBV Program. AHFC also plans to certify eligible citizenship status for each family member. AHFC will compare information received on the TIC form with reports from the Enterprise Income Verification (EIV) system and review for discrepancies. Discrepancies will continue to be resolved directly with the family.

For new admissions, AHFC will continue to require that the partner agency provide both the TIC sheet and income verifications used so that AHFC can verify accurate and complete income examinations as well as verifying income eligibility for the PBV program.

**Reason for Hold**

AHFC began talks with the operator for its project-based vouchers and discovered a few calculation and procedural points that will need to be resolved before this activity can move forward. AHFC and the operator are also considering moving these project-based vouchers under its rent reform activity.

**Implementation Plan and Timeline**

Staff will continue discussions with the operator and conduct an impact analysis on current project-based voucher families.

**Changes or Modifications**

No changes to this activity during this fiscal year.

**Authorization and Changes to Authorization**

Attachment C, paragraph D.2.a. and paragraph D.3. (no change)

**Requested Regulation Waiver**

HUD regulations at 24 CFR 983.2(c)(6)(ii) which refers to 24 CFR 982.516.

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**2014-3 PBV Inspection Requirements**

Current HUD regulations require AHFC to inspect 20 percent of the contract units in each building annually. The regulation further states that if more than 20 percent of the sample units fail, AHFC is required to inspect 100 percent of the contract units. Lastly, regulations state that AHFC must conduct the initial move-in inspection for all PBV units. For project-based voucher (PBV) developments, AHFC would like flexibility when determining the number of annual and quality control inspections. The number required may vary depending on the development configuration and number of PBV units.

AHFC would like to base its initial and annual inspection requirement on the needs of each individual development. AHFC would reserve the right to inspect any time it suspects that the owner is not in compliance with Housing Quality Standards (HQS) or if the fail rate reaches 20 percent at the development. AHFC will continue to investigate tenant complaints regarding the condition of a PBV unit. AHFC will also continue to conduct the initial property and unit inspections before entering into a HAP Contract for the development.

Year Approved	Year Implemented	Year Placed On Hold
2014	--	2014

**Actions Taken Toward Reactivation**

With the issuance of The Housing and Economic Recovery Act of 2008: Changes to the Section 8 Tenant-Based Voucher and Section 8 Project-Based Voucher Programs; Final Rule on June 25, 2014, staff are incorporating these policy updates as well as the policy updates required for this activity. Final policy and implementation is expected in FY2015.

## Authorization and Changes to Authorization

Attachment C, paragraph D.5 and paragraph D.7.d.

### Regulation Citation

- 24 CFR 983.103(c) for turnover inspection requirements.
- 24 CFR 983.103(d)(1) for annual inspection random sample requirements.
- 24 CFR 983.103(d)(2) for annual inspection failed unit inspection requirements.
- 24 CFR 983.103(e)(2) for failed inspection follow-up requirements.

## D. CLOSED OUT ACTIVITIES

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### 2010-1 Reexamination of Income

#### Description and Status

Transition elderly and disabled families on fixed income to a biennial examination schedule.

This activity was implemented by staff with Numbered Memo 10-45 on December 7, 2010. After comments from staff, AHFC implemented this for elderly/disabled Public Housing residents only with Numbered Memo 11-08 on January 27, 2011.

#### Reason for Closure and Year Closed

This activity is closed as AHFC's reasonable rent plan implements an alternate annual family income calculation. This activity has been incorporated into MTW Activity 2014-1 Reasonable Rent and Family Self-Sufficiency Initiative. This activity is completed.

#### Metrics, Baselines, Benchmarks

Because this activity was changed from all elderly/disabled households to just Public Housing elderly/households, the original benchmark was revised.

Metric	Baseline	Benchmark	Outcome
Number of reexaminations a year	0	Reduction of 1,300 reexaminations a year	Modified in January 2011

Revised Metric	Baseline	Revised Benchmark	Outcome
Staff time to perform annual examinations for a population on fixed income	0	Reduction of hours spent in reexamination of 100 percent elderly/disabled families.	462 families are 100 percent elder/disabled.  This equates to a savings of 347 staff hours every year (1.5 hrs/exam x (462 ÷ 2) exams/yr.).

#### Authorization

Attachment C, paragraph C.4 (changed, HCV eliminated)

**Regulation Citation**

24 CFR 960.257

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**2010-4 Rent Simplification****Description and Status**

Alternate rent structure. This activity began with non-MTW activity Interim Reexamination Policy and MTW activities 2010-2 and 2010-3. AHFC has proposed its Reasonable Rent and Family Self-Sufficiency Activity in this plan as Activity 2014-1. This activity is now closed.

**Reason for Closure and Year Closed**

This activity was closed in the FY2013 MTW Report for the period ending June 30, 2013.

**Authorization and Changes to Authorization**

Attachment C, paragraph C.11 and paragraph D.2.a (no change)

**Regulation Citation**

24 CFR 5.609

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**2010-8 Live-In Aides****Description and Status**

Restructure the live-in aide program to coordinate with the state-funded agencies that provide most of the live-in aides for low-income Alaskans.

**Reason for Closure and Year Closed**

PIH Notice 2009-22 revised guidance issued in 2008-20. With issuance of revised guidance, the waiver was not needed. Activity completed.

**Authorization and Changes to Authorization**

Attachment C, paragraph D.4 (no change)

**Regulation Citation**

24 CFR 982.316

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**2010-12 Local Preferences****Description and Status**

Remove a homeless or substandard housing preference from a family that refuses to accept an offer of one or more Public Housing units.

**Reason for Closure and Year Closed**

On July 1, 2012, AHFC altered its application process to remove the availability of preferences in favor of a list that is ranked by date and time of application. AHFC continues

to honor those families who applied for a preference-based waiting list. Because AHFC is exhausting those lists, this activity is no longer necessary. This activity is closed.

**Authorization and Changes to Authorization**

Attachment C, paragraph C.2 (no change)

**Regulation Citation**

24 CFR 982.205

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**2011-4 Establish a Sponsor-Based Rental Assistance Program**

**Description and Status**

Serve additional families through a program that mirrors the Voucher Program with savings from HAP efficiencies.

**Reason for Closure and Year Closed**

After advice from the MTW office in 2011, AHFC discovered this was a two-part process. As each opportunity is identified, AHFC will seek individual approval. This activity is closed.

**Authorization and Changes to Authorization**

Attachment D signed by HUD on January 30, 2012

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**2013-3 Income Limits**

**Description and Status**

In order to address community concerns about services to those most disadvantaged due to inadequate access to decent, safe, and sanitary housing, AHFC is proposing to lower its income limits to serve those populations most in need.

**Reason for Closure and Year Closed**

This activity has been incorporated into MTW Activity 2014-1 Reasonable Rent and Family Self-Sufficiency Initiative. With the implementation of time limits for work-able families and set asides for vulnerable populations, AHFC feels it has addressed the need for affordable housing for its poorest families.

**Authorization and Changes to Authorization**

Attachment C of the MTW Agreement, paragraph C.5 (Public Housing admission) (no change)  
Attachment C of the MTW Agreement, paragraph D.3 (Housing Choice Voucher admission) (no change)

**Regulation Citation**

In the Moving to Work Agreement (Section II.D), AHFC agreed to ensure that at least 75 percent of families assisted are very low income (50 percent of area median income) families. AHFC currently meets that target; see statistics in section VI of this report.

**V. SOURCES AND USES OF FUNDS**

**A. ACTUAL SOURCES AND USES OF MTW FUNDS**

These have been submitted electronically to HUD.

**B. DESCRIBE THE ACTIVITIES THAT USED ONLY MTW SINGLE FUND FLEXIBILITY**

N/A

**C. LOCAL ASSET MANAGEMENT PLAN**

Is the PHA allocating costs within statute?

Is the PHA implementing a local asset management plan (LAMP)?

Has the PHA provided a LAMP in the appendix?

Yes	or	
	or	No
	or	No

**D. UNSPENT MTW FUNDS**

N/A - per guidance given during the training, this section is not yet required.

**VI. ADMINISTRATIVE**

**A. HUD REVIEWS, AUDITS, OR PHYSICAL INSPECTION ISSUES**

None.

**B. PHA-DIRECTED EVALUATIONS OF THE DEMONSTRATION**

AHFC's 2014 fiscal year was audited by BDO USA, LLP. As part of this audit, a sampling of program files from the public housing, housing choice voucher, and multifamily housing program were selected for review. There were no significant findings as a result of this review.

AHFC's Internal Audit department conducted the following audits of Public Housing Program locations and programs:

- Anchorage – the Housing Choice Voucher Program, Asset Management Properties 247, 271, and 274
- Central Office – the Housing Choice Voucher Portability Management section
- Fairbanks – Asset Management Property 275
- Homer – the Housing Choice Voucher Program
- Petersburg – the Housing Choice Voucher Program
- Seward – S8N Multifamily Housing Program
- Soldotna – the Housing Choice Voucher Program
- Wrangell – Asset Management Property 213

PHD Quality Assurance conducted the following independent reviews during this period.

- Anchorage – Asset Management Property 271, waiting list management, public housing unit inspections
- Anchorage – Project-Based Voucher Program at Loussac Place (file reviews and waiting list management)
- Anchorage – Section 8 Moderate Rehabilitation Program (Adelaide single room occupancy program) – file reviews and waiting list management
- Cordova – Asset Management Property 216, Section 8 New Multifamily Housing Program, and the intake/eligibility function
- Homer – Project-Based Voucher Program at MainTree Apartments (file reviews and waiting list management)
- Valdez – Housing Choice Voucher Program, Asset Management Property 263, and the intake/eligibility function

### **C. PHA CERTIFICATION OF STATUTORY REQUIREMENTS**

For FY2014, AHFC admitted 321 new families from the waiting lists. Of those:

- 216 (67.3 %) were extremely low income (30 percent of area median income)
- 93 (29.0 %) were very low income (50 percent of area median income)
- 12 (3.7 %) were low income (80 percent of area median income)

Alaska Housing Finance Corporation (AHFC) certifies:

At least 75 percent of the families assisted by the Agency are very low-income families;

We continue to assist substantially the same total number of eligible low-income families as would have been served had the amounts not been combined;

A comparable mix of families (by family size) is served, as would have been provided had the amounts not been used under the demonstration.

## D. APPENDIX

### D.1 Replacement Housing Factor (RHF) Plan

#### 1. FIRST INCREMENT FUNDING

Alaska Housing Finance Corporation (AHFC) has received first increment Replacement Housing Factor (RHF) funds from HUD's Federal Fiscal Year (FFY) 2006 appropriation and expects to continue to receive RHF funding. AHFC intends to combine the RHF funds received into the MTW Block Grant, be eligible for the second increment of RHF Funds, and utilize these RHF funds pursuant to one of three options of AHFC's Amended MTW Agreement. AHFC needs to accumulate the RHF grants in order to have sufficient funds to develop new affordable housing units. The subject grants are:

FFY Grant Year	Grant Number	Amount
2006	AK06R001501-06	\$ 176,769
2007	AK06R001501-07	\$ 155,875
2008	AK06R001501-08	\$ 53,245
2009	AK06R001501-09	\$ 42,130
2010	AK06R001501-10	\$ 82,805
<b>Total</b>		<b>\$ 510,824</b>

This funding will be used to fill gaps in financing as needed to develop affordable housing units at the following scattered that are currently owned by AHFC and located in Anchorage, Alaska. AHFC will ensure that the requisite number of affordable housing units required under the "Proportionality Test" will be developed. AHFC plans to commit RHF funds to develop up to 16 affordable housing rental units at development sites listed below:

#### CENTRAL TERRACE

It is AHFC's understanding from the information posted on the HUD Capital Fund webpage that the obligation end date for these funds will be October 29, 2012 and the disbursement end date will be October 29, 2014. AHFC will develop new units in accordance with the requirements found in AHFC's MTW Agreement.

AHFC confirms that its Amended FY2012 MTW Annual Plan was submitted to HUD on November 23, 2011. AHFC is in compliance with the obligation and expenditure deadlines on all of its Capital Fund Grants and is current on its LOCCS reporting.

#### 1. SECOND INCREMENT FUNDING

AHFC has received second increment Replacement Housing Factor (RHF) funds. AHFC intends to combine the RHF funds received into the MTW Block Grant and utilize these RHF funds pursuant to one of three options of AHFC's Amended MTW Agreement. AHFC needs to accumulate the RHF grants in order to have sufficient funds to develop new affordable housing units.

The subject grants are:

FFY Grant Year	Grant Number	Amount
2006	AK06R001502-06	\$ 3,719
2007	AK06R001502-07	\$ 4,319
2008		\$ 0.00
2009	AK06R001502-09	\$ 53,111
2010	AK06R001502-10	\$ 89,738
<b>Total</b>		<b>\$ 150,887</b>

This funding will be used to fill gaps in financing as needed to develop affordable housing units at the following scattered sites that are currently owned by AHFC and located in Anchorage, Alaska. AHFC will ensure that the requisite number of affordable housing units required under the “Proportionality Test” will be developed. AHFC plans to commit RHF funds to develop up to 16 affordable housing rental units at development sites that are listed below:

### **ANCHORAGE AREA AMP 271 AND 274 (CENTRAL TERRACE, FAIRMOUNT, AND NEW WILLOWS)**

It is AHFC’s understanding from the information posted on the HUD Capital Fund webpage that the obligation end date for these funds will be October 29, 2012 and the disbursement end date will be October 29, 2014. AHFC will develop new units in accordance with the requirements found in AHFC’s MTW Agreement.

AHFC confirms that its Amended FY 2012 MTW Annual Plan was submitted to HUD on November 23, 2011. AHFC is in compliance with the obligation and expenditure deadlines on all of its Capital Fund Grants and is current on its LOCCS reporting.

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## **D.2 Hardship Policy and Process**

As a Moving to Work agency, AHFC must develop a reasonable rent policy that encourages employment and self-sufficiency. AHFC refers to this policy as Rent Reform. As part of this overall rent reform, AHFC must also adopt a hardship policy to meet the individual needs of families that request a modification to, exemption from, or temporary waiver to:

- Family requirements under Moving to Work Activity 2014-1 Reasonable Rent and Family Self-Sufficiency; or
- A family’s requirement to pay a minimum rent under 24 CFR 5.630; or
- AHFC’s elimination of interim examinations under Moving to Work Activity 2014-1.

Each of these hardship policies is summarized below. AHFC continues to offer a Minimum Rent Exemption procedure for those families subject to the minimum rent.

## **1. Bridge Policy**

The Bridge Policy is designed to address hardships that occur due to extraordinary financial situations. In order to qualify for a Bridge hardship:

1. The family must have an extraordinary change in life circumstances that significantly impacts the family's income; AND
2. The hardship must be of long-term duration (anticipated to last at least 90 days); AND
3. The hardship event must cause the family to experience a shelter burden in excess of 50 percent of gross or adjusted monthly income.

In addition, all families must:

1. Be in compliance with AHFC policies (including completion of a financial literacy course); AND
2. Submit a hardship request with appropriate documentation.

### **1.1 Shelter Burden**

Shelter burden is calculated by adding any allowance for tenant-paid utilities to the unit's contract rent, then subtracting AHFC's portion and dividing the result by the family's gross or adjusted monthly income. Adjusted income will only be considered if the family's need is based upon medical, disability, or child care expenses for which they would have been eligible for deductions prior to rent reform. Any gross rent that exceeds the family's applicable payment standard is the family's responsibility to pay and is not included when calculating the shelter burden.

### **1.2 Hardship Requests**

All families will be advised of the availability of the Bridge Process at initial and regular examinations and at voucher briefing classes. Families must submit a request to begin the Bridge Process. The request collects the necessary information to enable the Bridge Committee to review the family's request. This includes:

- The family's current income and asset information;
- A description of the circumstances resulting in the hardship;
- Steps the family has taken to meet their financial needs;
- An explanation of what the family is seeking from the Bridge Committee; and
- Family-provided documentation to verify the circumstances presented in the request.

#### **1.2.1 Local AHFC Office**

Local AHFC offices will collect hardship requests from families and provide information and assistance with the process. Local offices will also offer families counseling, referrals, and information about available community resources to assist families.

### **1.2.2 Request Preliminary Review**

The Director of Housing Operations or designee will complete a preliminary review of the family's request. The review will determine whether the request:

- Meets the Bridge minimum qualifications and will go forward to the Bridge Committee
- Can be addressed through other avenues available to AHFC outside of the Bridge Policy

AHFC will provide a written determination regarding the outcome of the Preliminary Review within ten (10) business days of the local office's receipt of the request. The notice will contain the following information:

- A brief statement regarding the outcome of the review and reason for the determination
- A statement advising the family of their options should they disagree with the determination
- An estimated timeframe for the next meeting of the Bridge Committee

### **1.2.3 Request Preliminary Review**

Families that meet the qualifying criteria for the Bridge Process and disagree with the Preliminary Review decision have the following options.

- They may request their Bridge Hardship Request be presented to the Bridge Committee for a final decision;
- They may submit any additional information they wish the Bridge Committee to consider in their decision. Their written request as well as any additional information the family would like the Bridge Committee to consider must be postmarked or received by AHFC within ten calendar days of the date of the Preliminary Review written decision;
- if the Preliminary Review determination was that the family's Bridge Hardship Request did not meet qualify as a hardship, should the Bridge Committee uphold the determination, the family will be required to pay AHFC back any difference in rent or housing assistance paid on their behalf due to temporary adjustments applied while they awaited the Bridge Committee's decision.

### **1.3 Central Office Process**

The Central Office is responsible for scheduling the Bridge Committee and assembling the documentation for the Committee to review. AHFC will assemble packets containing the following information for the Committee:

- A family biography containing a breakdown of minors and adults,
- The family's admission date,
- The family's classification,
- The family's gross income at admission, at the last examination, and at the time of request,
- Facts regarding the family's participation in any Family Self-Sufficiency activities, and
- The family's hardship request and supporting documentation.

All personal and identifying information will be redacted from the Committee packets. No names will be included so that the Committee will not have any information identifying a particular family.

#### **1.4 Family Rent Awaiting a Bridge Committee Decision**

To avoid the family facing continued hardship while awaiting a Bridge Committee decision, AHFC will temporarily adjust the family's minimum family contribution to 50 percent of gross or adjusted (if asking for expenses) monthly income. The temporary rent will begin on the first of the month following receipt of the family's Bridge Hardship Request and remain in effect until the Committee's written decision has been rendered.

#### **1.5 Bridge Committee**

The committee is composed of five members with the intent of encompassing a balance of individuals representing minority, urban, rural, disability, landlord, and social work viewpoints. These members do not work for the Public Housing Division and are not involved in the daily case management functions of PHD clientele.

The Director of Housing Operations or designee will serve as a liaison to attend committee meetings and record committee decisions. The liaison will be responsible for:

- evaluating family packets to ensure families meet qualifying factors and have included sufficient information for the committee;
- assembling family informational packets for committee review;
- clarifying any information in family packets or providing program operational information to the committee; and
- communicating committee decisions to families;

Three members will constitute a quorum for purposes of conducting business. The liaison is not a voting member of the committee.

##### **1.5.1 Decision Qualifiers**

The Committee may consider the following factors when determining a response:

- family requests for a hardship within the previous twelve (12) months;
- the family's participation in AHFC's Family Self-Sufficiency Program and any completed activities;
- any family efforts towards financial independence; and
- any family efforts to remediate the financial hardship.

The Committee may also consider whether a family resides in an Enhanced Economic Impact Area. These are areas of Alaska that may have more challenging economic conditions. This information will be provided as part of the family's information packet. Impact areas meet at least two of the following three factors:

- Unemployment in the community exceeds ten percent (10%).
- The local rental market has a vacancy rate below three percent (3%).
- The community's area median income is less than 80 percent (80%) of Alaska's statewide median income.

### **1.5.2 Decision Options**

The Committee may:

1. Determine the level and duration of any family rent reductions in accordance with each family's request and circumstances;
2. Decide to extend a family's rental assistance beyond the five-year period;
3. Change the family's classification;
4. Deny the family's request;
5. Any combination of the above.

The Public Housing Division Director has the discretion to overrule a decision of the hardship Committee if the decision falls outside of the Committee's authority.

### **1.5.3 Hardship Request Decision**

Once a decision has been made, a Bridge Program Hardship Request Decision will be issued to the family. The decision will include:

- The date of the Committee meeting.
- The determination of whether the request is approved or denied.
- The Committee's decision.
- The family's rent and rent period will be specified.
- The family's right to submit a new hardship request with additional facts or documentation.

## **2. Safety Net**

For families transitioning from the current public housing or voucher program, AHFC will provide a "safety net" during the initial transition year. Once a family has been transitioned from the traditional program into the new Step or Classic Program, the family will be granted one opportunity for a temporary income change to address an unanticipated change to family income or composition.

At the family's transition appointment, staff will counsel the family about their opportunity to process one income change while in the first year of their Step or Classic Program participation. The change is offered for a maximum period of 60 days.

### **2.1 Request**

It is the family's responsibility to request the safety net. To qualify for the safety net:

- The income change must be anticipated to last for more than 30 days;
- The family must request the change by completing a Transition Safety Net Request

### **2.2 Approval**

The safety net is available for a maximum of 60 days (two rental months) or until the effective date of the family's next regular examination, whichever is first. The safety net option is only available to families that were participants in AHFC's public housing or voucher programs prior to February 1, 2014. Families housed from the waiting list after February 1, 2014, will not be eligible. AHFC expects this process to be eliminated once all

current public housing and voucher families are transitioned into either the Classic or Step Program.

Staff will notify families and landlords of changes to the rent using the appropriate program Rent Change Notice.