
Memorandum of Understanding

Moving Home Program

Alaska Housing Finance Corporation (AHFC)

and

State of Alaska Department of Health and Social Services (DHSS)

November 1, 2014



Moving Home Program

Alaska Housing Finance Corporation (AHFC) and the State of Alaska Department of Health and Social Services (DHSS) agree to enter into this Memorandum of Understanding (MOU) whereby AHFC will provide rental assistance to persons with disabilities referred by DHSS. The Moving Home Program is designed to help individuals or families transition into housing from homelessness or institutional settings.

AHFC shall administer Moving Home vouchers in accordance with Housing Choice Voucher (HCV) tenant-based rental assistance regulations set forth at 24 CFR 982 with specific waivers for program eligibility as outlined in this MOU and the AHFC Housing Choice Voucher Administrative Plan.

On July 23, 2014, the AHFC Board of Directors reviewed and approved the Moving Home Program by Board Resolution 2014-40. AHFC received HUD authority to develop the program through its Moving to Work Agreement with HUD. The authority for this program was received through Moving to Work Activity 2010-10, Use of HCV Program for Persons with Disabilities. Results of this MOU will be reported under that activity.

The primary mission of DHSS is to promote and protect the health and well-being of Alaskans. DHSS is the designated state Medicaid agency and has developed methods for identifying, referring, and conducting outreach to persons with disabilities requiring services and supports. In the state of Alaska, the Division of Behavioral Health and the Division of Senior and Disabilities Services are responsible for approving and paying for services for persons who meet a certain level of care. Within these divisions, community provider agencies deliver unique and specialized services to ensure individuals with disabilities can live successfully in stable and affordable housing, foster improved health, and increase self-sufficiency and self-determination. DHSS oversees both divisions and will ensure community service providers conduct outreach and intake services to locate and engage participants for the program.

I. General Provisions

The Moving Home Program is a referral-based rental assistance program designed to enable persons with disabilities to rent affordable housing. Continuing operation of Moving Home is contingent upon available funding and continuing appropriations. The following general provisions apply to all Moving Home participants.

For the purposes of this agreement, persons with a disability who are eligible for Moving Home will be very low-income households (less than 50 percent of Area Median Income) and meet the criteria below:

- Be eligible for community-based, long-term services as provided through Medicaid waivers, Medicaid state plan options, state funded services, or other appropriate services related to the target population, **and**
- Meet the U.S. Department of Housing and Urban Development's definition of a disabled family (24 CFR 5.403), **or**
- Be an Alaska Mental Health Trust Authority beneficiary

Once an applicant family has leased, families are not required to maintain services in order to remain eligible for Moving Home continuing assistance.

A. Screening

DHSS will be responsible for determining approved referral agencies and will provide agency contact information to AHFC. DHSS will develop an applicant selection and wait list plan for review by AHFC. DHSS will be responsible for collecting applicant information and will make the final determination on the appropriate referrals to AHFC. DHSS will ensure that applicant families meet the criteria specified in the General Provisions section above.

AHFC will follow its screening criteria as presented in Chapter 2 of the AHFC Housing Choice Voucher Program Administrative Plan. Applicants that fail to meet AHFC's screening criteria will be eligible for the Informal Review process. Exceptions to AHFC's screening policy may be made on a case-by-case basis with the approval of the Public Housing Division Director or designee.

B. Confidentiality of Records

AHFC and DHSS agree to share a referral's information with regard to eligibility for the above-named program. AHFC will protect the family's confidential information as described in Chapter 1 of its Administrative Plan. DHSS will obtain a Release of Information from the participant to ensure that information related to the individual's continued eligibility in the Moving Home Program can be shared. AHFC and DHSS agree that no Protected Health Information will be shared.

C. Fund Administration

AHFC shall set aside a portion of its Moving to Work Block Grant equivalent to 150 vouchers each year. DHSS may contribute additional funding each year to provide support funds for housing eligible families and may provide additional funding for housing assistance payments (HAP) subsidy. AHFC shall administer funding from these sources consistent with its Housing Choice Voucher Program rules.

This agreement will cover any additional funds awarded to AHFC for the use of rental subsidies for the target population, including but not limited to: additional voucher funding awards, other state or federal grants or awards, and potential HUD 811 PRA Demonstration

funds. Funding sources include monies for housing assistance payments and administrative fees to cover the costs of the program.

Vouchers shall be distributed among AHFC jurisdictions according to each referral family's preferred location (only in communities where AHFC offers a housing choice voucher program). DHSS shall endeavor to maintain a geographic balance of voucher allotments.

D. Conflict with Housing Choice Voucher Administrative Plan

In case of any conflict, silence, or ambiguity between this MOU and the AHFC HCV Administrative Plan, the requirements of the AHFC HCV Administrative Plan shall control.

II. Program Operations

Moving Home vouchers will be available in the communities where AHFC offers a housing choice voucher program.

A. In-State Moves

A Moving Home voucher may be moved from one AHFC HCV jurisdiction to another AHFC HCV jurisdiction within Alaska with the prior approval of AHFC. Moving Home vouchers are not eligible for portability out of the state of Alaska.

For applicant families that request to move their Moving Home voucher to another community at the time of initial acceptance, AHFC will waive the residency requirement.

B. Shopping Time and Extensions

Participants are allowed 60 days of initial shopping time with two 30 day extensions. Persons requiring the full 120-day shopping time at issuance may request a reasonable accommodation.

C. Concurrent Waiting Lists

Moving Home participants may apply for other open AHFC rental assistance programs such as the Housing Choice Voucher (HCV) or Public Housing (PH) programs while participating in the Moving Home program. All applicants for AHFC's HCV or PH programs are placed on waiting lists in accordance with AHFC's policy and eligibility requirements at the time of application.

D. Referral Process

DHSS will select applicants for referral on a regular basis. A DHSS central point of contact will forward referrals to the AHFC central point of contact. DHSS will use the AHFC application and DHSS addendum that adheres to regulations governing confidentiality of client medical information. DHSS will provide a service provider point of contact for landlord or AHFC use.

The AHFC central point of contact will be responsible for distributing DHSS referrals to the appropriate AHFC office location. Once the local AHFC receives the referral, all questions and concerns will be directed to the applicant's local service provider point of contact for resolution.

E. Participant Monitoring

DHSS will determine referrals, oversee service providers, and ensure that each program participant has access to ongoing support services. AHFC will determine eligibility under HCV regulations, administer HAP subsidy, and determine continuing eligibility. AHFC will also perform any required Housing Quality Standards inspections.

AHFC and DHSS will coordinate regularly to ensure full utilization of available Moving Home vouchers.

F. Continuing Eligibility

AHFC will conduct regular examinations of family income and composition to determine continuing income eligibility. If a family fails to meet the disabled family or Alaska Mental Health Trust Authority beneficiary definition, the family will not be eligible to renew their Moving Home assistance. AHFC will notify the DHSS coordinator of these types of pending terminations.

Families are not required to maintain services in order to remain eligible for Moving Home continuing assistance.

III. Monitoring Data

AHFC will maintain data on the following items in aggregate form with no personally identifying information provided to preserve privacy and confidentiality. Data to be monitored includes, but is not limited to:

1. Number of vouchers issued or leased in each participating community
2. Number of vouchers in shopping status
3. Average number of shopping days
4. Number of vouchers returned or not utilized during the period
5. Average housing assistance payments

IV. Signatures

All parties agree to and will abide by the provisions stated above.

Department of Health and Social Services (DHSS)



Representative Signature 28052014
Date

William J. Streur

Printed Name
Commissioner

Title

Alaska Housing Finance Corporation (AHFC)



Representative Signature 11-7-14
Date

Bryan Butcher

Printed Name
CEO/Executive Director

Title