

# Municipality of Anchorage



## Housing and Community Development 2019 Action Plan

February 25, 2021  
Substantial Amendment #3



**Municipality of Anchorage**

**Housing and Community Development  
2019 Action Plan**

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# ANCHORAGE DAILY NEWS

## AFFIDAVIT OF PUBLICATION

Account #: 269723  
MUNI OF ANC/DHHS  
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Product ADN-Anchorage Daily News  
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Joleesa Stepetin  
being first duly sworn on oath deposes and says that he/she is a representative of the Anchorage Daily News, a daily newspaper. That said newspaper has been approved by the Third Judicial Court, Anchorage, Alaska, and it now and has been published in the English language continually as a daily newspaper in Anchorage, Alaska, and it is now and during all said time was printed in an office maintained at the aforesaid place of publication of said newspaper. That the annexed is a copy of an advertisement as it was published in regular issues (and not in supplemental form) of said newspaper on

August 23, 2018

and that such newspaper was regularly distributed to its subscribers during all of said period. That the full amount of the fee charged for the foregoing publication is not in excess of the rate charged private individuals.

Signed Joleesa Stepetin  
Joleesa Stepetin

Subscribed and sworn to before me  
this 23rd day of August, 2018

Britney Thompson  
Notary Public in and for  
The State of Alaska,  
Third Division  
Anchorage, Alaska

MY COMMISSION EXPIRES  
2/23/2019



### PUBLIC NOTICE

## Municipality of Anchorage

#### 2019 Annual Action Plan

#### Notice of Public Hearing and the 30 Day Public Comment Period

The Municipality of Anchorage announces that the Housing and Community Development 2019 Action Plan is in the planning phase and a 30 day public comment is being accepted on potential projects to be funded in 2019 with U. S. Department of Housing and Urban Development (HUD) grants. The Action Plan outlines program and budget priorities for the HUD grants that include Community Development Block Grant (CDBG), Home Investment Partnership (HOME), Emergency Solutions Grant (ESG) and the National Housing Trust Fund (HTF). CDBG activities are subject to 24 CFR Part 570, HOME activities are subject to 24 CFR Part 92, ESG funding is authorized under Subtitle B of Title IV, McKinney-Vento Homeless Assistance Act, 24 CFR Part 576, and HTF activities are subject to 24 CFR Part 93. The 2019 Action Plan is the second of five annual plans to the 2018-2022 Consolidated Plan. The 2019 Action Plan projects anticipated federal HUD allocations of CDBG \$1,728,068; HOME \$733,068; ESG \$145,198 and HTF \$733,068 for a total \$3,337,402.

The 30 day public comment period starts August 23, 2018. Comments received by 10:00 A.M., September 24, 2018 will be accepted by mail, email or delivery to the following location:

Mail: Municipality of Anchorage  
Department of Health and Human Services  
James Boehm, Senior Neighborhood Planner  
PO Box 196650  
Anchorage, AK 99519-6650

Email: [Boehm.JH@muni.org](mailto:Boehm.JH@muni.org)  
Fax: (907) 249-7858  
Hand Delivery: 825 L Street, Room 506

A public hearing on the Action Plan will be held during the Housing Homeless and Neighborhood Development (HHAND) Commission meeting:

Wednesday, September 5, 2018, 4:00 – 5:30 P.M.  
Municipality's Department of Health and Human Services  
825 L Street, Room 423, Anchorage, AK

Individuals in need of a language interpreter or with disabilities who need auxiliary aids, services, special accommodations or modifications to participate should contact Pat Monday two days before the public hearing by telephone at 343-4822, fax at 249-7715 or e-mail [MondayPC@muni.org](mailto:MondayPC@muni.org).

 Published: August 23, 2018 

Notary Public  
BRITNEY L. THOMPSON  
State of Alaska  
My Commission Expires Feb 23, 2019

# ANCHORAGE DAILY NEWS

## AFFIDAVIT OF PUBLICATION

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STATE OF ALASKA  
THIRD JUDICIAL DISTRICT

Joleesa Stepetin

being first duly sworn on oath deposes and says that he/she is a representative of the Anchorage Daily News, a daily newspaper. That said newspaper has been approved by the Third Judicial Court, Anchorage, Alaska, and it now and has been published in the English language continually as a daily newspaper in Anchorage, Alaska, and it is now and during all said time was printed in an office maintained at the aforesaid place of publication of said newspaper. That the annexed is a copy of an advertisement as it was published in regular issues (and not in supplemental form) of said newspaper on

May 23, 2019

and that such newspaper was regularly distributed to its subscribers during all of said period. That the full amount of the fee charged for the foregoing publication is not in excess of the rate charged private individuals.

Signed Joleesa Stepetin  
Joleesa Stepetin

Subscribed and sworn to before me  
this 23rd day of May, 2019

Jada L. Nowling  
Notary Public in and for  
The State of Alaska.  
Third Division  
Anchorage, Alaska

MY COMMISSION EXPIRES

7/14/2020



### PUBLIC NOTICE

## Municipality of Anchorage

#### Draft 2019 Annual Action Plan

#### Notice of One Public Hearing and the 30 Day Public Comment Period

The Municipality of Anchorage announces that the Housing and Community Development 2019 Action Plan is in the planning phase and a 30 day public comment is being accepted on potential projects to be funded in 2019 with U. S. Department of Housing and Urban Development (HUD) grants. The Action Plan outlines program and budget priorities for the HUD grants that include Community Development Block Grant (CDBG), Home Investment Partnership (HOME), and Emergency Solutions Grant (ESG). CDBG activities are subject to 24 CFR Part 570, HOME activities are subject to 24 CFR Part 92, and ESG funding is authorized under Subtitle B of Title IV, McKinney-Vento Homeless Assistance Act, 24 CFR Part 576. The 2019 Action Plan is the second of five annual plans to the 2018-2022 Consolidated Plan. The 2019 Action Plan projects anticipated federal HUD allocations of CDBG \$1,726,068; HOME \$733,068; and ESG \$145,198 for a total \$2,529,822.

The draft Plans are available at:  
<http://www.muni.org/Departments/health/PIIP/CSD/Pages/Default.aspx> for a 30 day public comment period starting May 23, 2019. Comments received by 4:00 P.M., June 24, 2019 will be accepted by mail, email or delivery to the following location:

Mail: Municipality of Anchorage  
Anchorage Health Department  
James Boehm, Senior Neighborhood Planner  
PO Box 196650  
Anchorage, AK 99519-6650

Email: [James.Boehm@anchorage.ak.gov](mailto:James.Boehm@anchorage.ak.gov)

Fax: 249-7858

Hand Delivery: 825 L Street, Room 506

A public hearing on the Plans will be held:  
Wednesday, June 12, 2019, 4:00 – 5:00 P.M.  
Municipality's Anchorage Health Department  
825 L Street, Room 423, Anchorage, AK

Individuals in need of a language interpreter or with disabilities who need auxiliary aids, services, special accommodations or modifications to participate should contact Pat Monday two days before the public hearing by telephone at 343-4822, fax at 249-7715 or e-mail [Pat.Monday@anchorage.ak.gov](mailto:Pat.Monday@anchorage.ak.gov)

 Published: March 23, 2019 

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Jada L. Nowling

# ANCHORAGE DAILY NEWS

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Anchorage Daily News, a  
daily newspaper. That said  
newspaper has been approved  
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Anchorage, Alaska, and it now  
and has been published in the  
English language continually as a  
daily newspaper in Anchorage,  
Alaska, and it is now and during  
all said time was printed in an  
office maintained at the aforesaid  
place of publication of said  
newspaper. That the annexed is  
a copy of an advertisement as it  
was published in regular issues  
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of said newspaper on

September 17, 2019

and that such newspaper was  
regularly distributed to its  
subscribers during all of said  
period. That the full amount of  
the fee charged for the foregoing  
publication is not in excess of  
the rate charged private individuals.

Signed Joleesa Stepetin

Subscribed and sworn to before  
me this 17 day of Sept  
20 19

Jacob [Signature]

Notary Public in and for  
The State of Alaska.  
Third Division  
Anchorage, Alaska  
MY COMMISSION EXPIRES

7/14/2020

STATE OF ALASKA  
NOTARY PUBLIC  
Joleesa L. Nowling



### PUBLIC NOTICE

#### Municipality of Anchorage



**Draft 2016 Annual Action Plan Substantial Amendment #6**  
**Draft 2017 Annual Action Plan Substantial Amendment #4**  
**Draft 2018 Annual Action Plan Substantial Amendment #2**  
**Draft 2019 Annual Action Plan Substantial Amendment #1**  
**Notice of One Public Hearing and the 30 Day Public Comment Period**

The Anchorage Health Department announces that the Housing and Community Development Action Plans noted above are available for review and public comment. The Annual Action Plans propose how HUD funds will be used to meet the national objectives of decent affordable-housing, suitable living-environments, and expanded economic opportunities for low-income households and neighborhoods. The Action Plans outline programming and budget priorities for the Community Development Block Grant (CDBG), Home Investment Partnership (HOME), Emergency Shelter Grant (ESG) and National Housing Trust Fund (HTF) HUD programs. This funding must be used in accordance with the overarching priorities outlined in the MOA Housing and Community Development 2018-2022 Consolidated Plan. HOME activities are subject to 24 CFR Part 92. CDBG activities are subject to 24 CFR Part 570. ESG is funding are authorized under Subtitle B of Title IV; McKinney-Vento Homeless Assistance Act, 24 CFR Part 576. HTF activities are subject to 24 CFR Part 93. Substantial Action Plan amendments to the 2016, 2017, 2018, & 2019 Action Plans include reprogramming \$45,633 2016 CDBG funds, \$189,382 2017 CDBG and ESG funds, \$72,000 2018 CDBG funds, and \$183,008 2019 CDBG funds.

The draft Plans are available at:  
<http://www.muni.org/Departments/health/PHIP/CSD/Pages/Default.aspx> for a 30 day public comment period starting September 17, 2019. Comments received by 10:00 AM, October 18, 2019 will be accepted by mail, email, or delivery to the following location:

**Mail:** Municipality of Anchorage  
Anchorage Health Department  
Human Services Division  
Community Safety and Development  
James H. Boehm, Senior Neighborhood Planner  
PO Box 196650  
Anchorage, AK 99519-6650

**Fax:** 249-7858  
**Email:** [James.Boehm@anchorageak.gov](mailto:James.Boehm@anchorageak.gov)  
**Hand Delivery:** 825 L Street, Room 506

A public hearing on the Plans will be held:  
Wednesday, Oct. 2, 2019, 3:00 – 4:00 PM  
Anchorage Health Department  
825 L Street, Room 423, Anchorage, AK

Individuals in need of a language interpreter or with disabilities who need auxiliary aids, services, special accommodations or modifications to participate should contact Pat Monday two days before the public hearing by telephone at 313-4822, fax at 249-7715 or e-mail [Pat.Monday@anchorageak.gov](mailto:Pat.Monday@anchorageak.gov).



Published: Sept. 17, 2019



# ANCHORAGE DAILY NEWS

## AFFIDAVIT OF PUBLICATION

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THIRD JUDICIAL DISTRICT

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Anchorage Daily News, a  
daily newspaper. That said  
newspaper has been approved  
by the Third Judicial Court,  
Anchorage, Alaska, and it now  
and has been published in the  
English language continually as a  
daily newspaper in Anchorage,  
Alaska, and it is now and during  
all said time was printed in an  
office maintained at the aforesaid  
place of publication of said  
newspaper. That the annexed is  
a copy of an advertisement as it  
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August 11, 2020

and that such newspaper was  
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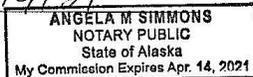
Signed *Leilisi Misa*

Subscribed and sworn to before  
me this 25 day of AUG  
20 20

*Angela M. Simmons*

Notary Public in and for  
The State of Alaska.  
Third Division  
Anchorage, Alaska  
MY COMMISSION EXPIRES

4/14/21



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## AP-05 Executive Summary

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### 1. Introduction

This document is the second of five annual action plans under the Municipality of Anchorage (Municipality) Housing and Community Development Consolidated Plan for 2018-2022 (Con Plan). The Municipality is a participating jurisdiction and is eligible to receive U.S. Department of Housing and Urban Development (HUD) funding for three federal entitlement programs that focus on the housing and community development needs of low and moderate- income persons. These programs are: 1) Community Development Block Grants (CDBG), 2) HOME Investment Partnerships Program (HOME), and 3) Emergency Solutions Grant (ESG). The Municipality is required to submit a Consolidated Plan that covers a five-year period that outlines the intended distribution of these HUD dollars. To meet this requirement, the Municipality submitted the 2018-2022 Con Plan for the local HUD office to review. In addition to the submission of a five-year plan, the Municipality is required to submit an annual action plan that reflects funding for specific activities and projects that meet Con Plan goals for each year thereafter.

The 2019 Action Plan projected allocations for the Municipality include the following federal programs: CDBG \$1,720,154; HOME \$377,364; and ESG \$146,461 for a total of \$2,243,979. The HOME allocation was \$663,207 but was reduced \$285,843 for repayment of Karluk Manor. The 2019 Action Plan also includes budgeting \$115,000 HOME Program Income. The 2019 Action Plan details the distribution of HUD funding as guided by the Municipal Mayor and Assembly and three public comment hearings. It is not anticipated for the Municipality to receive the 2019 funding from HUD in time to fund and begin the proposed projects in 2019.

The 2019 Action Plan Substantial Amendment #1 revisions are highlighted in this green. It includes reprogramming:

\$41,534 from Public Services – TBD to Public Services – Operations Support – CSS  
\$12,615.36 from 2019 Action Plan TBD Capital Project to Alaska Literacy Project  
\$100,000 from 2019 Action Plan TBD Capital Project to Brother Francis – Security Fence-MOA

The 2019 Action Plan Substantial Amendment #2 revisions are highlighted in this blue. The 2019 Action Plan Substantial Amendment #2 will fund \$56,589 of 2019 HOME CHDO Housing Program funds and \$18,868 of 2019 HOME CHDO Operating Expense Assistance to Habitat for Humanity Anchorage.

The Amendment will fund \$85,768 of 2019 HOME Project funds to Cook Inlet Housing Authority for their South Anchorage Senior Housing (SASH) project.

The Amendment will also add \$550,000 of HTF funds to the 2019 Action Plan. Applications for the HTF funds will be made available through a competitive process after the Substantial Amendment is approved by HUD.

Amend the Municipality of Anchorage Citizen Participation Plan to add the following: “When the Municipality is concerned about significant public health risks that may result from holding in-person public hearings, the Municipality may undertake a virtual public hearing (alone, or in concert with an in-person hearing) and allow questions in real time, with answers coming directly from the Municipality to all “attendees”. As with an in-person hearing, the Municipality will provide accessibility for persons with disabilities and Limited English Proficiency to participate.”

The 2019 Action Plan Substantial Amendment #3 revisions are highlighted in this yellow. The 2019 Action Plan Substantial Amendment #3 will reallocate \$85,849.64 of previously unallocated 2019 CDBG funds. The amendment will also add CDBG-CV1: \$1,070,086 and ESG-CV1: of \$521,193 and ESG CV2 of \$3,774,024 for a total of ESG CV in the amount of \$4,295,217. The proposed projects are:

1. \$100,000 in ESG-CV funds to be awarded to Covenant House to fund shelter operations and essential services for homeless youth and transition age youth staying in emergency shelter.
2. \$100,000 in ESG-CV funds to be awarded to Abused Women’s Aid In Crisis (AWAIC) to fund shelter operations and essential services for victims of domestic violence and their children staying in emergency shelter.
3. \$100,000 in ESG-CV funds to be awarded to Catholic Social Services to fund shelter operations and essential services for homeless women and children staying in emergency shelter at Clare House.
4. \$100,000 in ESG-CV funds to be awarded to Salvation Army to fund shelter operations and essential services for homeless families staying in emergency shelter at McKinnell House.
5. \$296,000 in ESG-CV funds to be awarded to Catholic Social Services to provide housing and relocation and stabilization services to homeless individuals and families as part of their Rapid Re-Housing program.
6. \$260,000 in ESG-CV funds to be awarded to the Municipality of Anchorage Homeless Prevention program to provide short- and/or medium-term rental assistance and/or housing relocation and stabilization services to individuals and families at risk of homelessness.
7. \$2,783,696 in ESG-CV funds to be awarded to one or more yet to be determined non-profit agencies to support shelter operations and essential services at homeless shelters throughout the Municipality.
8. \$126,000 in ESG-CV funds to be awarded to one or more yet to be determined non-profit agencies to provide homeless outreach service to connect homeless individuals and at-risk individuals to homeless services. Homeless outreach will focus on unsheltered homeless and homeless individuals and families not currently associated with appropriate homeless services.

The Homeless Prevention and Response System (HPRS) Gap Analysis identified outreach as a priority intervention for preventing or reducing new inflow into homelessness. The Assembly recently allocated \$180,000 for provided homeless outreach services. AHD will monitor the service demand and effectiveness of this program. If it is determined that additional homeless outreach is required, AHD may request reallocating some ESG-CV funding currently designated for shelter operations (see #7 above) to homeless outreach.

9. \$429,521 in ESG-CV funds to be utilized by AHD to administer the ESG-CV funding described in items 1 thru 7 above. The CARES Act allows up to 10% of ESG-CV funds to be used for administrative costs.

10. \$856,069 in CDBG-CV funds and \$85,849.64 of 2019 CDBG fund to be awarded to one or more yet to be determined non-profit agencies to respond to the growing effects of the COVID-19 pandemic by providing public service to move homeless individuals and families out of shelter and into permanent housing, to reduce the number of homeless individuals in congregate shelter, and to increase physical distance between individuals in congregate shelter. Funded public service will include support for shelter operations, case management, and system navigation support. We also anticipate awarding up to \$743,328 in 2020 CDBG funds for the COVID-19 response.

11. \$214,107 in CDBG-CV funds to be utilized by AHD for program administrative costs associated with the planning and execution of the activities described in item 10 above that are funded by CDBG-CV funds. Per FR-6218-N-01 published on August 10, 2020, up to 20% of CDBG-CV funds can be used for planning and program administrative costs, as defined in 24 CFR 570.205 and 24 CFR 570.206, respectively. CDBG-CV grant funds will not be used to pay planning and program administrative costs allocable to another grant under the CDBG annual formula program.

The Citizen Participation Plan is amended to add: The ESG-CV funds require no consultation and citizen participation; however, the Municipality will publish how the allocation has or will be used on the appropriate Municipal web page. The Municipality will publish the ESC-CV allocations on the Anchorage Health Department, Community and Safety Development web page before funds are awarded. The CDBG required public comment period is reduced to not less than 5 days and the public hearing may be virtual.

## **2. Summary of the objectives and outcomes identified in the Plan**

**This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.**

HUD requires grantees to incorporate a standardized performance measurement system. The system is designed to enable HUD to aggregate results of its programs and report to congress and the public on a more outcome-oriented system (March 7, 2006 Notice in Federal Register).

Each activity in the 2019 Action Plan corresponds to one of the following two objectives:

- Suitable Living Environment

- Decent Affordable Housing

In addition, each activity in the 2019 Action Plan corresponds to one of the following three outcome categories:

- Availability/Accessibility
- Affordability
- Sustainability: Promoting Livable or Viable Communities

The AP-35 Projects section of the 2019 Action Plan, details respective objectives and outcomes for each of the activities proposed.

### **3. Evaluation of past performance**

**This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.**

The yearly reduction of HUD funding allocated to the Municipality makes the process of setting goals a challenge. Because of the cuts to the FY2012, FY2013, FY2014 and FY2015 budgets for CDBG and HOME programs, the goals laid out in the 2018-2022 Consolidated Plan have been adjusted to reflect the decreased available funding.

The Municipality actively participated in the writing of the Anchorage Community Plan to Prevent and End Homelessness (Homeless Plan) dated October 14, 2015. The Homeless Plan was written by the Anchorage Assembly Homeless Committee in partnership from the Municipality Anchorage Health Department, Housing, Homeless and Neighborhood Development (HHAND) Commission and Anchorage Coalition to End Homelessness (ACEH).

In 2018, the Municipality and its partners released Anchored Home: 2018-2021, an update of the 2015 Anchorage Community Plan to End Homelessness. A draft of the plan was released for comment in August. Outreach included public forums, community councils, social service providers, homeless persons, business and industry groups, and nonprofit organizations, engaging more than 700 people in the review process. Community input was an essential part of this process and helped influence the plan. In fact, as a result of this public dialogue, the plan evolved to include a fourth pillar, Prevention and Diversion, which will be led by Michele Brown, President and CEO of United Way of Anchorage. The three other pillars of the plan include Housing and Support Systems, which will be led by Jasmine Khan, Executive Director of the Anchorage Coalition to End Homelessness; Public Health and Safety, which will be led by Nancy Burke, Housing and Homelessness Coordinator from the Municipality of Anchorage; and Advocacy and Funding, which will be led by Dr. Richard Mandsager, Sr. Fellow with the Rasmuson Foundation.

Along with the launch of Anchored Home, a new leadership team has been appointed to help address the persistent issue of homelessness in the Municipality. The Anchorage Homelessness Leadership Council (HLC), co-chaired by Senior Vice President and Chief Executive for Providence Alaska Region Bruce Lamoureux and Mayor Ethan Berkowitz, brings together Anchorage business, government, health and faith leaders as the latest step in an effort with emerging, promising solutions, for the first time. The primary responsibilities of the HLC will include monitoring and supporting the implementation

progress of Anchored Home: 2018-2021; maintaining and guiding strategic vision; mobilizing and aligning resources; building public will and awareness; and advancing public policy around homelessness.

Anchored Home is meant to be a document that will change and evolve to meet the needs of the community over time. The team in charge of implementation of the plan will meet with the Homelessness Leadership Council, as well as the general public, to share progress and hear feedback throughout the year.

Link to plan: <https://anchoragehomeless.org/anchored-home/>

Link to mayor's page on homelessness: <https://bit.ly/housingandhomelessness>

Link to Anchorage Coalition to End Homelessness: <https://anchoragehomeless.org/>

The Housing, Homeless and Neighborhood Development Commission passed a resolution (Appendix G) in support and endorsement of the goals of the 2018-2021 Anchored Home Plan on April 3, 2019.

The Analysis of Impediments to Fair Housing (AI) completed February 2015 identified six impediments to fair housing in the Municipality. All of the six impediments are addressed in the Anchorage Community Plan to Prevent and End Homelessness.

This 2019 Action Plan represents the second year of implementation of the objectives set forth in the 2018-2022 Consolidated Plan. The Municipality submitted the 2018 Consolidated Annual Performance Evaluation Report for the programs covered by the first year of the current Consolidated Plan on March 27, 2019.

#### **4. Summary of Citizen Participation and Consultation Process**

##### **Summary from citizen participation section of plan.**

Pursuant to federal regulations (24 CFR 91.115), the Municipality developed and adopted a Citizen Participation Plan which is included as Appendix A. The key annual activities designed to encourage citizen participation are to hold at least three public hearings during the program year and offer public comment periods for the draft version of the 2019 Action Plan for various groups such as non-profit organizations and the general public.

A display ad was placed in the Anchorage Daily News, a newspaper with statewide distribution, on August 23, 2018 to announce the beginning of the 2019 Action Plan process, public hearing, and the comment period.

A discussion with the opportunity for public comment to gather ideas for the 2019 Action Plan was held at the Housing, Homeless and Neighborhood Development Commission meeting on September 5, 2018 in the Anchorage Health Department Conference Room #423, 825 L Street, Anchorage, from 4:00 PM to 5:30 PM.

A second display ad was placed in the Anchorage Daily News on May 23, 2019 to announce the availability of the 2019 Action Plan for review, 30-day public comment period and the June 12, 2019 public hearing. The public hearing was held from 4:00 PM to 5:00 PM at the Anchorage Health Department, 825 L Street, 4<sup>th</sup> Floor, Room 423.

Comments regarding the above public notice were accepted from May 23, 2019 to 4:00 PM June 24, 2019. Copies of the draft 2019 Action Plan were available at the Municipality Anchorage Health Department, at 825 L Street, Room 506, and through the Municipality web site at:

<http://www.muni.org/Departments/health/PHIP/CSD/Pages/Default.aspx>.

A summary of public comments are included below and were considered in drafting and making revisions to the 2019 Action Plan. The final public hearing will be held before the Anchorage Municipal Assembly on July 23, 2019.

To help the Municipality broaden public participation in the development of the draft 2019 Action Plan was posted on the Municipality's Anchorage Health Department website, emailed to over 350 on the citizens participation list maintained by the Anchorage Health Department, emailed to the 40 community councils, emailed to the news media, emailed to the Anchorage Coalition to End Homelessness membership list, and emailed to partner agencies that participated in drafting the plan.

A third display ad was placed in the Anchorage Daily News on September 17, 2019 to announce the availability of the 2019 Action Plan SA#1 for review, 30-day public comment period and the Oct. 2, 2019 public hearing. The public hearing was held from 3:00 PM to 4:00 PM at the Anchorage Health Department, 825 L Street, 4<sup>th</sup> Floor, Room 423.

Comments regarding the above public notice were accepted from September 17, 2019 to 10:00 AM October 18, 2019. Copies of the draft 2019 Action Plan were available at the Municipality Anchorage Health Department, at 825 L Street, Room 506, and through the Municipality web site at:

<http://www.muni.org/Departments/health/PHIP/CSD/Pages/Default.aspx>.

A summary of public comments are included below and were considered in drafting and making revisions to the 2019 Action Plan SA#1.

A fourth display ad was placed in the Anchorage Daily News on March 30, 2020 to announce the availability of the 2019 Action Plan SA#2 for review, 30-day public comment period and the April 15, 2020 public hearing. The virtual public hearing was held from 3:00 PM to 4:00 PM.

Comments regarding the above public notice were accepted from March 30, 2020 to 10:00 AM May 1, 2020. Copies of the draft 2019 Action Plan were available at the Municipality Anchorage Health Department, at 825 L Street, Room 506, and through the Municipality web site at:

<http://www.muni.org/Departments/health/PHIP/CSD/Pages/Default.aspx>.

A summary of public comments are included below and were considered in drafting and making revisions to the 2019 Action Plan SA#2.

A fifth display ad was placed in the Anchorage Daily News on August 11, 2020 to announce the availability of the 2019 Action Plan SA#3 for review, 5-day public comment period and

the August 14, 2020 public hearing. The virtual public hearing was held from 3:00 PM to 4:00 PM.

Comments regarding the above public notice were accepted from August 11, 2020 to 10:00 AM August 18, 2020. Copies of the draft 2019 Action Plan SA#3 were available at the Municipality Anchorage Health Department, at 825 L Street, Room 506, and through the Municipality web site at:

<https://tinyurl.com/CSD2019ActionPlan>

A summary of public comments is included below and were considered in drafting and making revisions to the 2019 Action Plan SA#3.

## 5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

### September 5, 2018 Public Hearing and Public Comment Period.

**SJ Klein, Fairview Community Council** – Mr. Klein opposes any use of 2019 Action Plan funds that would increase the number of beds for homeless or chronic inebriates in North Fairview or East Downtown. He believes an appropriate use of 2019 Action plan funds would be to increase public safety in North Fairview and East Downtown. Mr. Klein said they would like to see funding for any program that would increase police and EMS in the area included in the 2019 Action Plan. Lastly, he would like to see a portion of Action Plan funds spent by the city to find ways to reduce barriers to the construction of private, market-rate housing.

**Elizabeth Milliken, Acting Development and Communications Manager, Rural Alaska Community Action Program, Inc. e-mailed comments.** – Ms. Milliken provided information about the Mobile Home Repair Program funded by the Municipality with CDBG and that RurAL CAP and strongly supports continued funding for the Mobile Home Repair Program for 2019 and beyond.

### June 12, 2019 Public Hearing and Public Comment Period.

No Comments were received at the Public Hearing.

**Public Comments received on the Draft 2019 Action Plan by e-mail from the Planning Department's Long-Range Planning Division.** – The Division requested revisions to AP 10.1, AP-55, and AP-75.

**Jay Stange, Board Secretary and Treasurer, Friends of Fish Creek** - e-mailed requesting the CDBG TBD funding of \$167,886 be considered for purchase and remediation of a 3.67-acre undeveloped and contaminated lot at 3901 Hayes Street.

**Elizabeth Milliken, Director, Development and Communications Manager, Rural Alaska Community Action Program, Inc.** - e-mailed comments in support of the Mobile Home Repair Program and requested that the funding be increased to \$800,000.

Ms. Milliken would also like the Municipality to fund approximately \$1,000,000 in HOME/CDBG funds to purchase two 6-plex buildings located at 801 and 803 13th Avenue.

She would like:

- Continued prioritization of homeless and supportive housing services through Public Service funding including the support of case management at Sitka Place
- Continued support of the Mobile Intervention Team through CDBG and ESG funding to enable a coordinated entry access point and to assist in coordination with APD camp abatement

#### **April 15, 2020 Public Hearing**

#### **Public Comment Period March 30, 2020 to 10:00 AM May 1, 2020**

**Jeff Judd, Cook Inlet Housing Authority**, - E-mail comments- CIHA appreciates the MOA's effort to deploy the Federal pass through funds in support of much need, quality community development and affordable housing programs. They especially appreciate the support of the HOME funding proposed for CIHA's 50-unit South Anchorage Senior Housing development. CIHA also supports the availability of the \$550,000 in NHTF dollars into the Anchorage community.

#### **August 14, 2020 Public Hearing**

#### **Public Comment Period August 11, 2020 to 10:00 AM August 18, 2020**

**Lisa Aquino, MHS, Chief Executive Officer, Catholic Social**, - E-mail comments- Lisa made comments on the need for funding.

**Suzi Pearson, Executive Officer, Abused Women's Aid in Crisis (AWAIC)**, - E-mail comments- Lisa made comments on the need for funding.

### **6. Summary of comments or views not accepted and the reasons for not accepting them.**

#### **Public Comments received on the Draft 2019 Action Plan by e-mail from:**

**SJ Klein, Fairview Community Council** – Mr. Klein opposes any use of 2019 Action Plan funds that would increase the number of beds for homeless or chronic inebriates in North Fairview or East Downtown. He believes an appropriate use of 2019 Action plan funds would be to increase public safety in North Fairview and East Downtown. Mr. Klein said they would like to see funding for any program that would increase police and EMS in the area included in the 2019 Action Plan. Lastly, he would like to see a portion of Action Plan funds spent by the city to find ways to reduce barriers to the construction of private, market-rate housing.

As requested, no 2019 Action Plan funds were allocated that would increase the number of beds for homeless or chronic inebriates in North Fairview or East Downtown. There is a lack of funding available to provide for the other activities that Mr. Klein wished to see funded in 2019.

**Planning Department's Long-Range Planning Division.** – The Division requested paragraph 2 in bold in AP-75 Barriers to Affordable Housing to be rewritten. That paragraph is from a form provided by HUD.

**Jay Stange, Board Secretary and Treasurer, Friends of Fish Creek** - e-mailed requesting the CDBG TBD funding of \$167,886 be considered for purchase and remediation of a 3.67-acre undeveloped and contaminated lot at 3901 Hayes Street. Programming the CDBG TBD funding of \$167,886 will have to be done with a substantial amendment to the 2019 Action Plan. The Municipality will consider this project along with others when the Action Plan is amended. The Municipality will need additional information on the project.

**Elizabeth Milliken, Director, Development and Communications Manager, Rural Alaska Community Action Program, Inc.** - e-mailed comments in support of the Mobile Home Repair Program and requested that the funding be increased to \$800,000. There is not enough available CDBG funding in the 2019 Action Plan to fund the program an additional \$400,000.

Ms. Milliken would also like the Municipality to fund approximately \$1,000,000 in HOME/CDBG funds to purchase two 6-plex buildings located at 801 and 803 13th Avenue. There is not enough available funding in the 2019 Action Plan to fund the program, but partial funding may be available with a substantial amendment. The Municipality will need additional information on the project.

## **7. Summary**

As evidenced by the Con Plan, there are many needs in the Municipality. The Municipality has identified projects to fund in the 2019 Action Plan to help end homelessness through priorities established by Mayor Berkowitz and activities identified in the Anchorage Community Plan to Prevent and End Homelessness. The 2019 Action Plan reflects the CDBG, HOME, ESG, and HTF funding for projects that are intended to serve low-income and the homeless residents living in the Municipality. Specifically, funding is directed towards maintaining and developing affordable housing and homeless prevention.

## PR-05 Lead & Responsible Agencies

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### 1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

**Table PR-05.1. - Responsible Agencies**

Agency Role	Name	Department/Agency
Lead Agency	Municipality Of Anchorage	Anchorage Health Department/Community Safety and Development

### Contact Information

Mailing Address:

Anchorage Health Department  
Human Services Division  
Community Safety and Development  
P.O. Box 196650  
Anchorage, AK 99519-6650

Physical Address:

Anchorage Health Department  
Human Services Division  
Community Safety and Development  
825 L Street, Suite 506  
Anchorage, AK 99501

Phone:

James Boehm at 907-343-4285

Electronic Addresses:

Fax number: 907-249-7858

E-mail: [James.Boehm@anchorageak.gov](mailto:James.Boehm@anchorageak.gov)

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## AP-10 Consultation

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### 1. Introduction

This section provides a summary of the Municipality activities utilized to involve other public and private agencies that provide housing, health services, and social services in the development and review of the 2019 Action Plan.

The MOA consulted with many public and private agencies that provide assisted housing services, health care, and social and fair housing services (including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons) and business and civic leaders during the preparation of the 2019 Action Plan. The MOA held public meetings and gave presentations on the 2019 Action Plan.

The Municipality published a display ad in the Alaska Daily News, a newspaper with statewide distribution, on August 23, 2018 for the Draft 2019 Action Plan to obtain guidance, data, and comments. Email notices were sent to all agencies on the Community Safety and Development and the Anchorage Coalition to End Homelessness email lists announcing the public hearing and comment period. The Anchorage Health Department has a dedicated seat on the Anchorage Coalition to End Homelessness board of directors.

#### **Summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies.**

The Municipality made efforts to consult with adjacent units of local government and regional government agencies, particularly agencies with planning and transportation. Emails were sent and phone calls made to these agencies. In addition, the Municipality communicated with the Community Development Department (Municipality Planning Department), Anchorage Health Department, Chugach Electric Association (CEA), Enstar, State Historic Preservation Office, Solid Waste Services, Anchorage Water and Wastewater Utility, Anchorage Police Department, Anchorage Fire Department, Parks and Recreation Department, Municipality Traffic Division of Public Works Department and other agencies when preparing Environmental Assessments for projects funded in past Action Plans.

The Municipality collaborates with its constituents in several ways. Staff from the Municipality Anchorage Health Department support and are part of various local committees and commissions including the Anchorage Coalition to End Homelessness, Housing, Homeless and Neighborhood Development Commission, Senior Citizens Advisory Commission, Americans with Disabilities Act Advisory Commission, and the Health and Human Services Commission.

The Anchorage Health Department coordinates with past Action Plan subrecipients that include Rural Alaska Community Action Program, NeighborWorks Alaska, Habitat for Humanity Anchorage, Anchorage Community Mental Health Services, Alaska Legal Services Corporation, Catholic Social Services, Challenge Alaska, Alaska Literacy Program, Anchorage Senior Activity Center, United Nonprofits, Alaskan AIDS Assistance Association, Cook Inlet

Housing Authority and Volunteers of American Alaska. Also, the Municipality partners with Abused Women's Aid in Crisis, Standing Together Against Rape and Victims for Justice through the Alaska Domestic Violence and Sexual Assault Intervention Program.

The Anchorage Health Department continues to collaborate with the Alaska Housing Finance Corporation, the Alaska Mental Health Trust Authority, the State of Alaska's Department of Health and Social Services, United Way and other entities to enhance financing opportunities for additional housing, rental assistance and supportive services within the Municipality of Anchorage.

Consultations with the State of Alaska, Department of Health and Social Services, Division of Public Health, Section of Epidemiology, has resulted in the State's referral to Bulletin No. 7: Blood Lead Epidemiology and Surveillance, Non-Occupational Exposures in Adults and Children – Alaska, 1995–2006. The results in the bulletin indicate no instances of elevated blood-lead level in the target population, children under six and pregnant women, due to lead-based paint in housing. Furthermore, the Municipality's own research of its housing programs, published in the 2014 Action Plan, also indicate zero occurrences. Since there are no issues with housing and lead-based paint, the consultations with the State have been paired down to a monitoring of its announcements. About lead-based paint in housing, there have been no significant announcements.

However, the Municipality continues to comply with the requirements of Part 35. It implements this compliance through the Municipality Lead-Based Paint Policy and Lead-Based Paint Procedures, which continues to be part of the required activities of the Municipality's Subrecipients and Community Housing Development Organization (CHDO)s administering programs including housing built before 1978.

**Coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The Anchorage Health Department has actively participated in the script of the Anchorage Community Plan to Prevent and End Homelessness (Homeless Plan) dated October 14, 2015. The Homeless Plan was written by the Anchorage Assembly Homelessness Committee in partnership from the Municipality Anchorage Health Department, Housing, Homeless and Neighborhood Development Commission and the Anchorage Coalition to End Homelessness. The Anchorage Health Department Division Manager met regularly with the Homelessness Committee to discuss the status of the Homeless Plan.

In October 2018, the Anchorage Coalition to End Homelessness published Anchored Home, a Strategic Action Plan to Solve Homelessness in Anchorage: 2018-2021. The Housing, Homeless and Neighborhood Development Commission passed a resolution (Appendix G) in support and endorsement of the goals of the 2018-2021 Anchored Home Plan on April 3, 2019.

The Anchorage Health Department has a dedicated seat which the Anchorage Health Department Director appoints to the Anchorage Coalition to End Homelessness board of directors. The Anchorage Health Department's Division Manager worked with the

Continuum of Care to identify areas of unmet needs and develop strategies to address the needs of homeless persons.

**History:**

The HEARTH Act amended the McKinney-Vento Homeless Assistance Act and established the Continuum of Care (CoC) Program. The CoC Program was designed to promote communitywide commitment to the goal of ending homelessness; to quickly rehouse homeless individuals and families; to promote access to and effective utilization of mainstream programs by homeless individuals and families; while optimizing self-sufficiency among individuals and families experiencing homelessness.

The CoC group is composed of representatives of relevant organizations within the geographic area served by the Continuum. The CoC is required to appoint a CoC board and to designate an Alaska Homeless Management Information System (AKHMIS) lead agency and a collaborative applicant to assist with its responsibilities. The CoC's Board must be representative of the CoC and include at least one homeless or formerly homeless person. All responsibilities of the CoC must be documented in the CoC's governance chapter.

The Collaborative Applicant is an eligible applicant designated by the CoC to apply for HUD funds on the CoC's behalf. The collaborative applicant's sole responsibility is to compile and submit the annual application to HUD for CoC Program funds and to apply for CoC planning funds on behalf of CoC. AKHMIS Lead is the eligible applicant that is designated by the CoC to manage day-to-day operation of the CoC's AKHMIS.

The CoC has two responsibilities to operate and manage the system developed by the CoC. CoC was to establish and operate a coordinated assessment system that provides an initial, comprehensive assessment of individual's and family's needs and to connect them to the housing and services they need to return to and stabilize into permanent housing.

CoC is to develop written standards, that guide the agencies that provide housing and services to prioritize individuals (including unaccompanied youth) and families eligible to receive assistance, and the amount and type of assistance they receive.

The CoC was to establish performance expectations and review projects and system performance within the CoC that would ensure the system is functioning as effectively as possible, and that projects are meeting their performance goals.

Under the CoC Program rule, eligible applicants consist of nonprofit organizations, State and local governments, instrumentalities of local governments, and public housing agencies. An eligible applicant must be designated by the CoC to submit an application to HUD for grant funds. The Continuum's designation must state whether the Continuum is designating more than one applicant to apply for funds, and if it is, which applicant is being designated as the Collaborative Applicant. A CoC that is designating only one applicant for funds must designate that applicant to be the Collaborative Applicant. For-profit entities are not eligible to apply for grants or to be subrecipients of grant funds.

The CoC Program provides that CoC Program funds may be used for projects under five program components: permanent housing, transitional housing, supportive services only,

AKHMIS, and, in some cases, homelessness prevention. Administrative costs are eligible under all components. Where possible, the components set forth in the CoC Program are consistent with the components allowable under the Emergency Solutions Grants program. This eases the administrative burden on recipients of both programs and ensures that reporting requirements and data quality benchmarks are consistently established and applied to like projects. One significant distinction between the Emergency Solutions Grants Program and the CoC Program can be found in the eligible activities and administration requirements for assistance provided under the rapid re-housing component.

### **CoC Components:**

The five program components that can be funded through the Continuum of Care Program are listed below.

#### **Permanent Housing**

Permanent housing (PH) is defined as community-based housing without a designated length of stay in which formerly homeless individuals and families live as independently as possible. Under PH, a program participant must be the tenant on a lease (or sublease) for an initial term of at least one year that is renewable and is terminable only for cause. Further, leases (or subleases) must be renewable for a minimum term of one month. The Continuum of Care Program funds two types of permanent housing: Permanent Supportive Housing (PSH) for persons with disabilities and rapid re-housing. Permanent supportive housing is permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability. Rapid Re-Housing emphasizes housing search and relocation services and short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing.

#### **Transitional Housing**

Transitional Housing (TH) is designed to provide homeless individuals and families with the interim stability and support to successfully move to and maintain permanent housing. Transitional housing may be used to cover the costs of up to 24 months of housing with accompanying supportive services. Program participants must have a lease (or sublease) or occupancy agreement in place when residing in transitional housing. The provisions of the Continuum of Care Program's TH program component have not changed significantly from the TH provisions under SHP.

#### **Supportive Services Only**

The Supportive Services Only (SSO) program component allows recipients and subrecipients to provide services to homeless individuals and families not residing in housing operated by the recipient. SSO recipients and subrecipients may use the funds to conduct outreach to sheltered and unsheltered homeless persons and families, link clients with housing or other necessary services, and provide ongoing support. SSO projects may

be offered in a structure or structures at one central site, or in multiple buildings at scattered sites where services are delivered. Projects may be operated independent of a building (e.g., street outreach) and in a variety of community-based settings, including in homeless programs operated by other agencies.

### **Homeless Management Information System**

Funds under this component may be used only by Alaska Homeless Management Information System (HMIS) leads for leasing a structure in which the AKHMIS operates, for operating the structure in which the AKHMIS is housed, and/or for covering other costs related to establishing, operating, and customizing a Continuum of Care's AKHMIS. Other recipients and subrecipients may not apply for funds under the AKHMIS program component, but may include costs associated with contributing data to the Continuum of Care's AKHMIS within their project under another program component (PH, TH, SSO, or HP).

### **Homelessness Prevention**

Recipients and subrecipients located in HUD-designated High Performing Communities (HPCs) may use Continuum of Care (CoC) Program funds for homelessness prevention assistance for individuals and families at risk of homelessness. The services under this component may include housing relocation and stabilization services as well as short- and medium-term rental assistance to prevent an individual or family from becoming homeless. Through this component, recipients and subrecipients may help individuals and families at-risk of homelessness to maintain their existing housing or transition to new permanent housing. Homelessness prevention must be administered in accordance with 24 CFR Part 576.

The Anchorage Health Department has assisted the community with health services, social and fair housing services, nutrition, child care, affordable housing, senior benefits and homeless prevention that focus on low-income families, persons with disabilities, elderly persons, children, youth, persons with HIV and homeless persons and all special groups through the Anchorage Health Department.

The consolidated planning process requires the Municipality as a jurisdiction to reach out and consult with other public and private agencies. HUD has laid out a coordinated entry process. Efforts by the CoC were formulated to create a standard intake process called the Coordinated Entry System.

The CoC agencies service the Municipality's area. ESG program has benefited from the Coordinated Entry efforts of CoC by assisting in the development of standardized policies, performance standards, program evaluations and coordinating housing services funding for homeless families and individuals.

The State of Alaska, as a partner promotes self-sufficiency and provides basic living expenses to Alaskans in need. The State respectfully assist needy individuals and families reach to higher levels of independence. The State provides adult public assistance, child care, chronic and acute medical assistance, Denali Kid Care, family nutrition, food stamps,

general relief assistance, heating assistance, Medicaid, senior benefits and temporary assistance and many other economic service deliveries. Agencies, recipients and churches address health, social services, victim services, employment, and education needs, low-income, homeless and special needs populations with housing as a basic human right.

**Consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS.**

The Anchorage Health Department Division Manager participated in the Continuum of Care (CoC) work sessions on the FY2019 CoC Application for services that includes the ESG funds administered by the Municipality. The Municipality and ESG subrecipients collect and enter data into the CoC Alaska Homeless Management Information System (AKHMIS) database on all individuals served with ESG funds.

The Municipality participates in the CoC Coordinated Entry by entering data in AKHMIS on individuals who are living in homeless camps and have been interviewed by the Anchorage Police Department as part of the Homeless Action Response Team.

Systems of care and publicly funded institutions discharge persons into homelessness, such as health-care and mental health facilities, foster care and corrections programs. State, locals and private and public agencies work in consortium to provide assisted and fair housing, health and social services, to children, elderly, disabled, homeless and persons with HIV and their families and other special groups affected into homeless or at risk of homelessness.

As a health and safety objective; State, public and private agencies, local health and child welfare agencies perform services to diminish lead-based paint hazards that promote property owners to disclose lead-paint hazardous to small children. Exposure can cause permanent brain damage as well as damage to other organs.

Agencies work tirelessly on the methods of distribution of assistance within the community. Homelessness is a community wide effort. Effort by government programs, non-profit agencies, businesses and the public were formulated to create standard intake processes, increases to funding for more low-cost affordable housing, better access to prevention services, and funding for medical and behavioral treatment.

Representatives from the Municipality of Anchorage, U.S. Housing and Urban Development, State of Alaska, Alaska Housing Finance Corporation, Alaska Legal Services Corporation's Fair Housing Enforcement Project, CoC members and many other stakeholders developed a plan to reduce barriers to housing and supportive services while providing access to legal assistance to low-income households. We are discovering that individuals and families have unmet needs related to preventing and ending homelessness in Anchorage such as obtaining employment, housing the poor with criminal records, accessing civil legal help on housing related issues, the affordability gaps for people with disabilities, chronic illnesses, the elderly and affordable housing programs for veterans and the necessary establishment of on-going support.

**2. Agencies, groups, organizations and others who participated in the process and consultations:**

Table AP-10.1 lists the commissions, committees and agencies who participated in developing the 2019 Action Plan. The Anchorage Health Department contacted many businesses during the development of the 2019 Action Plan. Emails were sent when the process was starting and during the process.

**Table AP-10.1.1 - Agencies, groups, organizations and others who participated in the process and consultations**

Agency Group Organization	Agency Group Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
1. Municipality Of Anchorage (Municipality)	<p>Services-Children                      Services-Elderly Persons                      Services-Persons with Disabilities                      Services-Persons with HIV/AIDS                      Services-Victims of Domestic Violence                      Services-Homeless Health Agency</p>	<p>Housing Need Assessment                      Homelessness Strategy                      Homeless Needs - Chronically Homeless                      Homeless Needs - Families with Children                      Homelessness Needs – Veterans                      Homelessness Needs - Unaccompanied Youth                      Non-Homeless Special Needs                      Economic Development                      Market Analysis                      Lead-based Paint Strategy                      Anti-poverty Strategy</p>	<p>Departments/Divisions/Sections are consulted through meetings, emails and phone calls. Civic leaders including the Municipal Manager, Mayor, and Assembly participated in the 2019 Action Plan development and process. The Anchorage Health Department staff committees and commissions that provide oversight to the Municipality’s programs. The Planning Department was consulted on Barriers to Affordable Housing. Anticipated outcomes are better coordinated and referral services at the Anchorage Health Department.</p>
2. Abused Women's Aid in Crisis (AWAIC)	<p>Housing                      Services-Victims of Domestic Violence                      Services-Homeless</p>	<p>Housing Need Assessment                      Homelessness Strategy                      Homeless Needs—Chronically homeless</p>	<p>The Municipality reviews performance reports submitted by AWAIC. Anticipated outcome is that AWAIC receives Alaska Domestic Violence Sexual Assault Intervention Program funding for providing emergency financial assistance to women and their children who are victims of domestic violence and may be experiencing homelessness.</p>
3. Alaska Legal Services Corporation (ALSC)	<p>Housing                      Services-Children                      Services-Homeless</p>	<p>Homeless Needs - Families with Children                      Housing Need Assessment                      Other: Barriers to Affordable Housing</p>	<p>The Municipality reviews performance reports submitted by ALSC. Anticipated outcome is that ALSC receives CDBG Public Service funding for providing direct assistance individuals and families to prevent homelessness.</p>

Agency Group Organization	Agency Group Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
4. Alaska Literacy Program (ALP)	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Homeless Services-Education	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically Homeless Homeless Needs - Families with Children Homelessness Needs – Veterans Homelessness Needs - Unaccompanied Youth Non-Homeless Special Needs Economic Development Market Analysis Anti-poverty Strat	The Municipality reviews performance reports submitted by ALP that provides English language instruction to adults with low literacy skills and limited English proficiency. ALP received 2016 CDBG funding for the rehabilitation of their office which will be completed in 2019.
5. Anchorage Coalition to End Homelessness (ACEH)	Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Homeless Services-Education	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically Homeless Homeless Needs - Families with Children Homelessness Needs – Veterans Homelessness Needs - Unaccompanied Youth Non-Homeless Special Needs	The Municipality interacts on a regular basis with Anchorage Coalition to End Homelessness. The Anchorage Health Department has a designated board seat on the Anchorage Coalition to End Homelessness.

Agency Group Organization	Agency Group Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
6. Anchorage Senior Activity Center (ASAC)	Services-Elderly Persons Services-Persons with Disabilities Services-Homeless Services-Health Services-Education	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically Homeless Homelessness Needs – Veterans Non-Homeless Special Needs Economic Development Market Analysis	The Municipality reviews performance reports submitted by ASAC funded by the Municipality's Aging and Disability Resource Center's operating funds.
7. Brother Francis Shelter (BFS)	Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Homeless	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically Homeless Homelessness Needs - Veterans	The Municipality reviews performance reports submitted by BFS. Anticipated outcome is that BFS receives CDBG Public Service funding for providing beds at a shelter for homeless individuals.
8. Catholic Social Services (CSS)	Housing Services-Children Services-Persons with Disabilities Services-Homeless Services-Education	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically Homeless Homeless Needs - Families with Children Homelessness Needs - Unaccompanied Youth	The Municipality reviews Alaska Homeless Management Information System reports entered by CSS. Anticipated outcome is that CSS receives ESG funding for providing Rapid Re-housing services to individuals and families.

Agency Group Organization	Agency Group Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
9. Chugiak Senior Citizens	Services-Elderly Persons Services-Persons with Disabilities Services-Homeless Services-Health Services-Education	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically Homeless Homelessness Needs – Veterans Non-Homeless Special Needs Economic Development Market Analysis	The Municipality reviews performance reports submitted by Anchorage Senior Activity Center funded by the Municipality's Aging and Disability Resource Center's operating funds.
10. Cook Inlet Housing Authority (CIHA)	Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Homeless Services-Education	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically Homeless Homeless Needs - Families with Children Homelessness Needs - Veterans	The Municipality reviews the performance of CIHA. Anticipated outcome is that CIHA receives CDBG and HOME funding for construction and rehabilitation of rental housing for low-income individuals and families.
11. Habitat for Humanity Anchorage (Habitat)	Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Service-Fair Housing	Housing Need Assessment Homelessness Strategy Homeless Needs - Families with Children Homelessness Needs - Veterans	The Municipality reviews the performance of Habitat. Anticipated outcome is that Habitat receives CDBG/HOME funding for the development of new housing and down payment assistance to individuals and families purchasing their first home.

Agency Group Organization	Agency Group Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
12. NeighborWorks Alaska (NWA)	Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Homeless Services-Education	Housing Need Assessment Public Housing Needs Homelessness Strategy Homeless Needs - Chronically Homeless Homeless Needs - Families with Children Homelessness Needs - Veterans	The Municipality reviews the performance of NWA. Anticipated outcome is that NWA receives HOME funding for the Tenant-Based Rental Assistance program for the chronically homeless.
13. Rural Alaska Community Action Program (Rural CAP)	Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Homeless Services-Education	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically Homeless Homeless Needs - Families with Children Homelessness Needs - Veterans	The Municipality reviews the performance of Rural CAP. Anticipated outcome is that Rural CAP receives CDBG/HOME funding for rehabilitation of rental housing and mobile homes for low-income individuals and families. CDBG Public Service funding for providing direct assistance to homeless individuals and case management for homeless individuals to keep them housed.
14. Standing Together Against Rape (STAR)	Housing Services-Children Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-Homeless Services-Health Services-Education	Housing Need Assessment Homelessness Strategy Homeless Needs - Families with Children Homelessness Needs - Unaccompanied Youth	The Municipality reviews performance reports submitted by STAR. Anticipated outcome is that STAR receives Alaska Domestic Violence Sexual Assault Intervention Program funding for providing emergency financial assistance to women and men who are victims of sexual assault and are experiencing homelessness.

Agency Group Organization	Agency Group Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
15. United Nonprofits, LLC	Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-Homeless Services-Health Services-Education Health Agency	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically Homeless Homeless Needs - Families with Children Homelessness Needs – Veterans Homelessness Needs - Unaccompanied Youth Non-Homeless Special Needs Economic Development Market Analysis Lead-based Paint Strategy Anti-poverty Strategy	The Municipality reviews performance reports submitted by United Nonprofits. United Nonprofits received 2016 CDBG funding for the rehabilitation of common areas in a building which was completed in April 2019. The building is occupied by the following organizations: Standing Together Against Rape, Alaska AIDS Assistance Association, Habitat for Humanity Anchorage, Big Brothers/Big Sisters, Victims for Justice, Anchorage Community Councils, the American Civil Liberties Union of Alaska, and the Statewide Independent Living Council.
16. Veterans Administration (VA)	Housing Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Homeless Services-Education Other government - Federal	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with Children Homelessness Needs - Veterans Non-Homeless Special Needs	The Municipality meets monthly with agencies serving veterans with the VA. The anticipated outcomes of the consultation are to improve coordination of housing and services to veterans and to include their input in the Consolidated Plan and Action Plan.

Agency Group Organization	Agency Group Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
17. Victims for Justice (VFJ)	Housing Services-Children Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-Homeless Services-Health Services-Education	Housing Need Assessment Homelessness Strategy Homeless Needs - Families with Children Homelessness Needs - Unaccompanied Youth	The Municipality reviews performance reports submitted by VFJ. Anticipated outcome is that VFJ receives Alaska Domestic Violence Sexual Assault Intervention Program funding for providing emergency financial assistance to women and men who are victims of interpersonal violence and may be experiencing homelessness.
18. Volunteers of American Alaska	Housing Services-Elderly Persons Services-Persons with Disabilities Services-homeless	Housing Need Assessment Homelessness Strategy Homeless Needs - Families with Children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied Youth Market Analysis	The Municipality works with Volunteers of American Alaska who is a Community Housing and Development Organization in the Municipality.

Agency Group Organization	Agency Group Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
19. HUD	Housing Other Government - Federal	<ul style="list-style-type: none"> <li>Housing Need Assessment</li> <li>Homelessness Strategy</li> <li>Homeless Needs - Chronically Homeless</li> <li>Homeless Needs - Families with Children</li> <li>Homelessness Needs – Veterans Homelessness Needs - Unaccompanied Youth</li> <li>Non-Homeless Special Needs</li> <li>Economic Development</li> <li>Market Analysis</li> <li>General Assistance</li> </ul>	<p>The Municipality interacts on a regular basis with HUD. Anticipated outcomes are that HUD provides the Municipality with technical assistance and training opportunities.</p>

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**Agency Types not consulted and provide rationale for not consulting**

The Municipality made effort to include many interested community members and agencies in the 2019 Action Plan process by holding three public hearings and posting the draft 2019 Action Plan on the Municipality website. There was no decision to exclude any community member or agency.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

**Table AP-10.2. - Other local/regional/state/federal planning efforts considered when preparing the Plan:**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Anchorage Continuum of Care (CoC)	Anchorage Coalition to End Homelessness	Common goals: There is an overlap for data driven goals, need to reduce number of homeless households, increase the number of permanent supported housing units, emphasis to provide number of beds needed for chronically homeless, increase in case management and supportive services, and to evaluate discharge of persons from mental health, prisoner, hospital systems and foster care to avoid homelessness.
Anchorage Community Plan to Prevent and End Homelessness	Housing, Homeless and Neighborhood Development (HHAND) and Anchorage Coalition to End Homelessness	Common goals: Establish a centralized or coordinated entry system, participate in the Alaska Homeless Management Information System to track and identify gaps in homeless services, support Point in Time homeless count, measure outcomes goals for the C Continuum of Care application, increase in the number of permanent supported housing units, and increase in case management and supportive services.



population being underserved is much more than your average US city per BroadbandNowAnchorage.com.

## **Lifeline Plans for low-income families require documentation**

Lifeline is a government assistance program that provides a monthly discount on home or mobile telephone services or fixed mobile broadband services and is offered by all providers in Alaska.

Documentation from one of these services is required for enrollment.

- Supplemental Security Income (SSI)
- SNAP (Supplemental Nutrition Assistance Program) formerly known as Food Stamps
- Medicaid
- Federal Public Housing Assistance
- Tribally Administered Temporary Assistance for Needy Families (those who meet qualifying income standard)
- Food Distribution Program on Indian Reservations
- Head Start Programs (only those who meeting qualifying income standard)
- Veterans Pension or Survivors Benefit program
- Bureau of Indian Affairs General Assistance
- Annual Income is at or below 135% of Federal Poverty Guidelines.

The Expanded Federal Lifeline Program is a reduction in charges for residential telephone service that could reduce monthly charge for landline or cellular service to \$0. This discount does not apply to additional features such as custom calling features, CLASS features, or restriction services, taxes or surcharges.

The Expanded Linkup Program is a reduction in the initial connection charges to qualifying low-income customers. The program includes a 100% discount off the initial connection charges up to \$100. The maximum discount amount is \$100. This does not include charges for services or equipment that fall on the customer's side of the grey protector box including customer premise equipment and inside wiring.

- Alaska Communications provides a Lifeline phone program that provides unlimited local calling or internet services. Household meeting minimum requirements receive affordable Basic Home Voice Service. Participation in government assistance programs or meeting eligible household income levels may qualify an applicant for the Lifeline program.
- GCI Lifeline Assistance program offers free government cellphones to low-income Americans. Low-Income Internet Options are offered for broadband internet, different companies offer low prices and different types of internet service. Participation in government assistance programs or meeting eligible household income levels may qualify an applicant for the internet access.
- An alternative to wired DSL or cable in Anchorage is Borealis Broadband, a fixed wireless provider. (more on fixed wireless here: <https://broadbandnow.com/fixed-wireless>). In Anchorage's case, this isn't a perfect fix for low-access areas since they have data caps that would limit use for, say, a home office or streaming Netflix. However, it's certainly more than enough for basic access, education, submitting homework, other "essential" use cases. Satellite is

another alternative, but the high fees, long contracts, and low caps make it very problematic for low income or renters.

- There are several low-cost internet service plans through Lifeline and households can pick their provider(s).

**Like all broadband issues, the story isn't entirely black and white.**

- ISPs have a legitimate claim to the wires since they paid up front to have them installed. Why should another ISP be able to “piggyback” on their network?
- Landlords, meanwhile, have a legitimate right to stop private companies from meddling with their buildings. Why should any company offering internet be allowed to enter the building and make alterations like drilling in wires, poking holes in floors, etc.?
- Renters have a legitimate right to internet at a fair price, regardless of who “owns” the wires, since it’s classified as a utility like water or electricity. Home Internet access is increasingly essential to quality of life and equal opportunity [, rather than a luxury like television.
- Before signing a lease, manually check what internet providers are available. Use the Broadband Now provider comparison tool, then call provider to check if they have access to the building.

**Assessment of natural hazard risks to low/mod income residents, including risks expected to increase due to climate change.**

**Natural Hazard Risks to low/mod income residents**

Natural hazards are unexpected or uncontrollable natural events caused by nature, such as earthquakes, floods, volcanic eruptions, tsunamis, ground shaking, surface faults, landslides and avalanches. Ground shaking is responsible for most of the damage because structures are more vulnerable to horizontal than vertical motion. Surface waves carry bulk energy in a large earthquake.

Emergency planners and managers need to know how to identify and reach all affected groups in an emergency. Social vulnerability is defined in terms of a person or a group that affect “their capacity to anticipate, cope with, resist and recover from the impact. A person’s vulnerability to disaster is influenced by many factors. The following are the most common socioeconomic status, age, gender, race and ethnicity, medical issues and disabilities and English proficiency. Keep in mind that many people will fit more than one category.

If a disaster were to occur, individuals and families who lack resources and residing in rentals would be at further risk of harm and devastation since most cannot afford to stockpile food and other extra amenities due to limited sources. Anchorage low income residents already experience housing shortages. Older adults may have medical problems or limited mobility along with limited resources. Young children are more vulnerable when separated from families. Homeless people would have no resources or protection for periods of time. General panic would occur due to lack of resources such as housing, water, food, clothing, money and many other amenities.

## **Climate Change**

When buildings age, maintenance is required. If maintenance is deferred, the city's housing stock declines. There is need throughout the city for owners and rental rehabilitation to increase the life of their housing and lower maintenance costs while preserving housing assets. Anchorage is warming faster than the rest of the country; winters are 6 degrees warmer than they were 70 years ago. Many communities lack the capacity to fully respond to the impacts of climate change.

## AP-12 Citizen Participation

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### 1. Summary of citizen participation process/Efforts made to broaden citizen participation

#### Summary of citizen participation process and how it impacted goal-setting

The Municipality uses a variety of media to notify community members and agencies of various activities associated with the allocation of HOME, CDBG, ESG, and HTF funds. Public meetings regarding the 2019 Action Plan were advertised in the Anchorage Daily News, a newspaper of general circulation, and posted on the Municipality website. Comments received on the 2019 Action Plan focused on housing and supportive services specifically to serve the chronically homeless, homeless families, seniors, veterans, and vulnerable populations, such as, victims of interpersonal violence and persons with disabilities.

**Table AP-12.1.1. - Citizen Participation Outreach**

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1. Newspaper Ad	<ul style="list-style-type: none"> <li>• Minorities</li> <li>• Non-English Speaking - Specify Other Language: Spanish</li> <li>• Persons with Disabilities</li> <li>• Non-Targeted/ Broad Community Residents of Public and Assisted Housing</li> </ul>	A public notice was posted in the Anchorage Daily on August 23, 2018 for the 2019 Action Plan Public Hearing on September 5, 2018.	NA	N/A	<a href="http://www.muni.org/Departments/health/PHIP/CSD/Pages/Default.aspx">http://www.muni.org/Departments/health/PHIP/CSD/Pages/Default.aspx</a>

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
2. First Public Meeting	<ul style="list-style-type: none"> <li>• Minorities</li> <li>• Non-English Speaking - Specify Other Language: Spanish</li> <li>• Persons with Disabilities</li> <li>• Non- Targeted/ Broad Community Residents of Public and Assisted Housing</li> </ul>	<p>September 5, 2018 - Anchorage Health Department Conference Room #423, 825 L Street, Anchorage.</p> <p>The hearing discussed the amount of assistance the Municipality expected to receive in 2019, the range of activities to be considered to benefit low- and moderate-income persons and the priority needs of the Consolidated Plan.</p>	Summary of public comments found in AP-05 Executive Summary	Summary of comments or views not accepted found in AP-05 Executive Summary	<a href="http://www.muni.org/Departments/health/PHIP/CSD/Pages/Default.aspx">http://www.muni.org/Departments/health/PHIP/CSD/Pages/Default.aspx</a>

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
3. Newspaper Ad	<ul style="list-style-type: none"> <li>• Minorities</li> <li>• Non-English Speaking - Specify Other Language: Spanish</li> <li>• Persons with Disabilities</li> <li>• Non-Targeted/ Broad Community Residents of Public and Assisted Housing</li> </ul>	A public notice was posted in the Anchorage Daily newspaper on May 23, 2019 for the Public Hearing on June 12, 2019 on the draft the draft 2019 Action Plan. Public Comment period was May 23, 2019 to 4:00 PM June 24, 2019.	N/A	N/A	<a href="http://www.muni.org/Departments/health/PHIP/CSD/Pages/Default.aspx">http://www.muni.org/Departments/health/PHIP/CSD/Pages/Default.aspx</a>

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
4. Second Public Hearing	<ul style="list-style-type: none"> <li>• Minorities</li> <li>• Non-English Speaking - Specify Other Language: Spanish</li> <li>• Persons with Disabilities</li> <li>• Non-Targeted/ Broad Community</li> <li>• Residents of Public and Assisted Housing</li> </ul>	<p>On June 12, 2019, a Public Hearing at Anchorage Health Department Conference Room #423, 825 L Street, Anchorage, AK. The Public Hearing provided an opportunity for the public comment on the draft 2019 Action Plan.</p>	<p>Summary of public comments found in AP-05 Executive Summary</p>	<p>Summary of comments or views not accepted found in AP-05 Executive Summary</p>	<p><a href="http://www.muni.org/Departments/health/PHIP/CSD/Pages/Default.aspx">http://www.muni.org/Departments/health/PHIP/CSD/Pages/Default.aspx</a></p>

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
5. Newspaper Ad	<ul style="list-style-type: none"> <li>• Minorities</li> <li>• Non-English Speaking</li> <li>• Specify Other Language: Spanish</li> <li>• Persons with Disabilities</li> <li>• Non-Targeted/ Broad Community</li> <li>• Residents of Public and Assisted Housing</li> </ul>	<p>A public notice was posted in the Alaska Daily newspaper on September 17, 2019 for the Public Hearing on October 17, 2019 on the draft 2019 Action Plan Substantial Amendment #1. Public Comment period was Sept. 17, 2019 until 10:00 AM October 18, 2019.</p>	NA	NA	<a href="http://www.muni.org/Departments/health/PHIP/CSD/Pages/Default.aspx">http://www.muni.org/Departments/health/PHIP/CSD/Pages/Default.aspx</a>

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
6. Third Public Hearing	<ul style="list-style-type: none"> <li>Minorities</li> <li>Non-English Speaking - Specify Other Language: Spanish</li> <li>Persons with Disabilities</li> <li>Non-Targeted/ Broad Community Residents of Public and Assisted Housing</li> </ul>	On Oct. 2, 2019, a Public Hearing at AHD Conference Room #423, 825 L Street, Anchorage, AK. The Public Hearing provided an opportunity for the public comment on the 2019 Action Plan Substantial Amendment #1.	NA	NA	<a href="http://www.muni.org/Departments/health/PHIP/CSD/Pages/Default.aspx">http://www.muni.org/Departments/health/PHIP/CSD/Pages/Default.aspx</a>
7. Newspaper Ad	<ul style="list-style-type: none"> <li>Minorities</li> <li>Non-English Speaking - Specify Other Language: Spanish</li> <li>Persons with Disabilities</li> <li>Non-Targeted/ Broad Community Residents of Public and Assisted Housing</li> </ul>	A public notice was posted in the Alaska Daily newspaper on March 30, 2020 for the Public Hearing on April 15, 2020 on the draft 2019 Action Plan Substantial Amendment #2. Public Comment period was March 30, 2020 until 10:00 AM May 1, 2020.	NA	NA	<a href="http://www.muni.org/Departments/health/PHIP/CSD/Pages/Default.aspx">http://www.muni.org/Departments/health/PHIP/CSD/Pages/Default.aspx</a>

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
8. Fourth Public Hearing	<ul style="list-style-type: none"> <li>Minorities</li> <li>Non-English Speaking - Specify Other Language: Spanish</li> <li>Persons with Disabilities</li> <li>Non-Targeted/ Broad Community Residents of Public and Assisted Housing</li> </ul>	On April 15, 2020, a Virtual meeting Public. The Public Hearing provided an opportunity for the public comment on the 2019 Action Plan Substantial Amendment #2.	Summary of public comments found in AP-05 Executive Summary	NA	<a href="http://www.muni.org/Departments/health/PHP/CSD/Pages/Default.aspx">http://www.muni.org/Departments/health/PHP/CSD/Pages/Default.aspx</a>
9. Newspaper Ad	<ul style="list-style-type: none"> <li>Minorities</li> <li>Non-English Speaking - Specify Other Language: Spanish</li> <li>Persons with Disabilities</li> <li>Non-Targeted/ Broad Community Residents of Public and Assisted Housing</li> </ul>	A public notice was posted in the Alaska Daily newspaper on August 11, 2020 for the Public Hearing on August 14, 2020 on the draft 2019 Action Plan Substantial Amendment #3. Public Comment period was August 11, 2020 until 10:00 AM August 18, 2020.	NA	NA	

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
10. Fifth Public Hearing	<ul style="list-style-type: none"> <li>• Minorities</li> <li>• Non-English Speaking - Specify Other Language: Spanish</li> <li>• Persons with Disabilities</li> <li>• Non-Targeted/ Broad Community</li> <li>• Residents of Public and Assisted Housing</li> </ul>	On August 14, 2020, a Virtual meeting Public. The Public Hearing provided an opportunity for the public comment on the 2019 Action Plan Substantial Amendment #3.	Summary of public comments found in AP-05 Executive Summary	NA	

## AP-15 Expected Resources

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### Introduction

Public agencies rely on HUD funding to deliver housing and supportive services programs that address the broad spectrum of housing needs in the community. Reduced funding by HUD has adversely impacted public and private agencies that rely on these monies to assist individuals and families, and affected their ability to leverage resources for State or other funding.

The allocated funding resources that the Municipality will have at its disposal in 2019 are approximately \$1,720,154 for CDBG, \$377,364 for HOME, \$146,461 for ESG, and \$550,000 for the HTF. If the actual award is different, then recipient awards will be adjusted accordingly and reported next year through a Non-Substantial Amendment or a Substantial Amendment. It is not anticipated for the Municipality to receive the 2019 funding from HUD in time to fund and begin the proposed projects in 2019.

The Expected Amount Available Year 2 columns in Table AP-15.2 shows the projected annual funding resources for 2019, but it does not include funding from prior resources mentioned in prior Action Plans.

**Table AP-15.1. - HUD Funding Allocation**

Program Year	CDBG	HOME	ESG	HTF
2019	\$1,720,154	\$377,364	\$146,461	\$550,000
2018	\$1,726,068	\$733,068	\$145,198	\$733,068
2017	\$1,612,907	\$543,890	\$277,946	\$543,890
2016	\$1,606,172	\$545,535	\$145,258	\$545,085
2015	\$1,613,622	\$530,461	\$150,740	
2014	\$1,691,113	\$598,918	\$143,987	
2013	\$1,772,393	\$591,911	\$124,916	
2012	\$1,712,284	\$628,693	\$147,888	
2011	\$1,707,768	\$946,309	\$82,511	
2010	\$1,888,650	\$1,081,372	\$85,000	

### CDBG Narrative Description

In 2019, the CDBG funding will be used to expand the supply of decent and affordable housing for the very low- and low- to moderate-income individuals and families through rehabilitation of low- and moderate-income rental and homeowner housing, and public services by non-profit agencies to provide supportive services to the homeless and low- to moderate-income individuals and families. See section AP-35 for a list of projects that will be funded with 2019 HUD funding and Program Income. CDBG funds of annual 2019 grant allocation, up to 15% can be used for eligible public services activities. The Municipality plans to reserve 20% of the CDBG allocation funding for administrative, planning, and compliance purposes.

The benefit to low- and moderate income (LMI) persons is often referred to as the primary national objective because the statute requires that recipients expend 70% of their CDBG funds

to meet the LMI national objective. The CDBG programs must further ensure that the projects will primarily benefit low-income persons.

Potential leveraging sources come from the private sector through non-profit agencies contributions, Alaska Housing Finance Corporation grants, Low-Income Housing Tax Credits and foundations.

Program Income generated by the Municipality and subrecipients will be used to support CDBG program as per HUDs requirements.

### **HOME Narrative Description**

In 2019, the HOME funding will be used to repay HUD for Karluk Manor to address a finding of non-compliance and fund Tenant-Based Rental Assistance (TBRA). TBRA helps very low and low-income families pay their rent and related housing expenses such as security and utility deposits and rental subsidies for up to 24 months while the household engages in a self-sufficiency program. Additional funds may be set-aside to aid beyond 24 months for households meeting certain program requirements. See section AP-35 for a list of projects that will be funded with 2019 funding and Program Income. The Municipality plans to reserve 10% of the HOME allocation funding for administrative, planning, and compliance purposes. There is a 25% match requirement for each dollar of HOME funds spent on affordable housing. At least 15% of HOME funds will be set aside for specific activities to be undertaken by a CHDO to develop affordable housing for the community it serves. There is also a 5% of HOME funds programmed to Community Housing and Development Organization Operating Assistance.

Potential leveraging sources come from the private sector through non-profit agencies contributions, Alaska Housing Finance Corporation grants Low-Income Housing Tax Credits and foundations.

The Municipality has an established resale provision that safeguards the property's continued affordability or recaptures all or part of the HOME subsidy. Program Income generated by the Municipality and subrecipients will be used to support the HOME program as per HUDs requirements.

### **ESG Narrative Description**

In 2019, the ESG funding will be used to address homeless prevention by providing rental and utility assistance for individuals and families to keep them housed. Additionally, ESG funding will be used to address homelessness by providing financial assistance geared toward re-housing individuals and families. ESG emphasizes the need to prevent homelessness with a model to keep individuals and families in their homes, rather than having to enter shelters and/or to support them in the event a shelter stay is unavoidable. See section AP-35 for a list of projects that will be funded with 2019 funding. The Municipality plans to reserve 7.5% of the ESG allocation funding for administrative, planning, and compliance purposes.

Both components of ESG provide financial assistance for rental assistance and rental arrears, rental application fees, security deposits, utility payments, moving costs; housing search and

placement, housing stability case management, landlord-tenant mediation, tenant legal services and credit repair.

ESG requires a dollar for dollar match to the federal share. The Municipality local general government funds provide for an ESG intake specialists labor costs through the Municipality Anchorage Health Department Aging and Disability Resource Center; AHFCs Basic Homeless Assistance Program further assists homeless and near-homeless Alaskans and is a match to the Rapid Rehousing Program; a cash match for utilities is generated by the Chugach Electric Heating Assistance Program in Anchorage for customers needing assistance due to severe financial crisis and the Anchorage Water and Wastewater Utility, Coins Can Count Program are two voluntary programs that provide the opportunity to help members of our community who are risk of having their electricity or water disconnected.

### **HTF Narrative Description**

In 2020, the 2019 HTF funding will be used to expand the supply of decent and affordable housing for the extremely low-income individuals and families through the production of affordable housing through acquisition, new construction, rehabilitation, and operating cost assistance. All HTF-assisted units will be required to have a minimum affordability period of 30 years. See section AP-35 for a list of projects that were funded with 2019 funding and Program Income. The MOA plans to reserve 10% of the HTF allocation funding for administrative, planning, and compliance purposes. Up to 30% of the State allocation can be used for operating costs.

Operating cost assistance will only be used on rental housing projects for the HTF-assisted units that do not receive project-based assistance. The eligible amount of HTF per rental unit for operating cost assistance will be determined based on the deficit remaining after the monthly rent payment for the HTF-assisted unit is applied to the HTF-assisted unit's share of monthly operating costs. The maximum amount of the operating cost assistance to be provided to an HTF-assisted rental housing project will be based on the underwriting of the project and be specified in a written agreement between MOA and the Eligible Recipient. The written agreement may commit HTF for operating cost assistance for a multi-year period provided the HTF grant is expended within 5 years from the date the HTF grant was awarded to Alaska Housing Finance Corporation.

**Table AP-15.2. - Anticipated Resources 2019 – Priority Table**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2			
			2019 Annual Allocation	Program Income	Total	Expected Amount Available Remainder of Con Plan
CDBG	Public-Federal	Administration and Planning	\$344,030	\$0	\$344,030	\$5,160,462
		Activity Delivery Costs	\$125,000		\$125,000	
		Housing Programs	\$993,101	\$0	993,101	
		Public Services	\$258,023		\$258,910	
		<b>Total:</b>	<b>\$1,720,154</b>	<b>\$0</b>	<b>\$1,720,154</b>	
HOME	Public-Federal	Administration and Planning	\$37,736	\$11,500	\$49,236	\$1,989,621
		CHDO Operating Assistance	\$18,868		\$18,868	
		Housing Programs	\$142,357	0	\$142,357	
		Tenant-Based Rental Assistance	\$178,403	103,500	\$281,903	
		<b>Total:</b>	<b>\$377,364</b>	<b>\$115,000</b>	<b>\$492,364</b>	
ESG	Public-Federal	Administration and Planning	\$10,984	0	\$10,984	\$439,227
		Rapid Re-housing	\$61,889	0	\$61,889	
		Homeless Prevention	\$73,588	0	\$73,588	
		<b>Total:</b>	<b>\$146,461</b>	<b>\$0</b>	<b>\$146,461</b>	
HTF	Pass Thru Federal	Administration and Planning	\$55,000	0	\$55,000	\$550,000
		Housing Programs	\$495,000	0	\$495,000	
		<b>Total:</b>	<b>\$550,000</b>	<b>\$0</b>	<b>\$550,000</b>	

**Note: The amounts may contain rounding values for reporting purposes.**

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

**Other Sources**

In 2009 an assessment was undertaken by the Municipality, the State of Alaska (State) and community partners to identify Anchorage area need of adult residential beds for Substance Abuse Disorders. The Anchorage area is limited on treatment beds to provide Substance Abuse Disorder Treatment. In 2016, the Planning and Design for the Alaska Center for Treatment was initiated by the State and awarded to the Municipality.

The design build of the project is to provide a sober resource campus with transitional housing, substance abuse treatment and workforce development to assist individuals into transitioning successfully into community life and economic stability post-treatment. The Municipality, the State, Municipality Anchorage Health Department, Alaska Mental Health Authority (AMHTA), community partners and local consultants have begun the planning process of site development for full eventual campus build-out.

Services include development of a financial plan, public process, site planning, concept design and the development of bridge documents for the design/build process. The Municipality has received a \$5M grant from the State to help with the planning process.

The following is an overview of federal, State, and local public and private sector resources that are expected to be available to address identified needs beginning in 2019, it is anticipated that a similar pattern of leveraging will be used for the following three years (2020-2022).

The Municipality will continue its efforts to coordinate housing resources with other community funders such as Alaska Housing Finance Corporation, Cook Inlet Housing Authority and Alaska Mental Health Trust Authority regarding housing opportunities. The Municipality and subrecipients will continue to leverage all opportunities and funding to assist low- to moderate-income individuals and families with affordable housing.

ESG funds eligible activities designated to prevent homelessness or the risk of homelessness to individuals and families. ESG provides essential supportive services to individuals and families through rental and utility assistance, Rapid Re-housing provides housing relocation and stabilization services that help households into permanent housing as quickly as possible. ESG requires a dollar for dollar match to the federal award.

Of relevance in the 2019 Action Plan are the leveraged resources associated with the HOME Program. HOME regulations require a 25% match to HOME funds drawn down from the treasury on eligible projects (not including administrative or operating expense assistance funds). Last year, the Municipality carried-forward over \$10.05 million of unrestricted match. Furthermore, the Municipality has carried on its books over \$7.4 million in restricted match-credit from affordable housing bonds proceeds. However, housing bond proceeds may only be used for up to 25% of the annual match obligation. There are no additional match sources expected in 2019.

All sources of match will be reported in the Consolidated Annual Performance and Evaluation Reports.

### **2019 Action Plan**

The anticipated program income for CDBG for 2019 is \$0 and \$115,000 for HOME. No program income is expected for ESG or the HTF.

Other sources expected to be available for Duke's Place project include interim construction financing, \$1,799,425 Low-Income Housing Tax Credit (LIHTC) equity, Cook Inlet Housing Authority sources (Program Income, \$376,179 Deferred Developer Fee, \$83,462 Native American Housing Assistance and Self-Determination Act (NAHASDA)), \$750,000 Federal Home Loan Bank AHP grant, \$200,000 AHFC Supplemental grant, \$200,000 Rasmuson Foundation grant, and \$1,016,958 AHFC Multi-family mortgage or simple permanent financing.

The Elizabeth Place Project is an approximately \$12.5 million project. Other sources of funding expected for this project include an interim construction loan followed by long-term financing of Federal Solar Energy Credit equity, Low Income Housing Tax Credit equity, Cook Inlet Housing Authority cash (program income), Native American Housing Assistance and Self Determination Act, Alaska Housing Finance Corporation mixed-use financing loan, and a Federal Home Loan Bank Affordable Housing Program grant.

No other funds are expected to be available in the HTF projects.

The Municipality will continue its efforts to coordinate housing resources with other community funders such as Alaska Housing Finance Corporation and Alaska Mental Health Trust Authority regarding housing opportunities. The Municipality and subrecipients will continue to leverage all opportunities and funding to assist low- to moderate-income individuals and families with affordable housing.

ESG funds eligible activities designated to prevent homelessness or the risk of homelessness to households. ESG provides Homeless Prevention to households through rental and utility assistance. ESG provides Rapid Re-housing to homeless households through rental and down payment assistance. ESG requires a dollar for dollar match to the federal award.

The Municipality local funds provide for an ESG intake specialist's labor costs through the Municipality's Anchorage Health Department Aging and Disability Resource Center; AHFC's Basic Homeless Assistance Program further assists homeless and near-homeless Alaskans and is a match to the Rapid Rehousing Program; a cash match for utilities is generated by the Chugach Electric Heating Assistance Program and the Anchorage in Anchorage Water and Wastewater Utility Coins Can Count Program. Both utilities assist customers in Anchorage who are low-income or at risk of having their electricity or water disconnected.

Of relevance in the 2019 Action Plan are the leveraged resources associated with the HOME Program. HOME regulations require a 25% match to HOME funds drawn down from the treasury on eligible projects (not including administrative or operating expense assistance funds). Last year, the Municipality carried-forward over \$10.05 million of

unrestricted match. Furthermore, the Municipality has carried on its books over \$7.4 million in restricted match-credit from affordable housing bonds proceeds. However, housing bond proceeds may only be used for up to 25% of the annual match obligation. There are no additional match sources expected in 2019.

All sources of match will be reported in the 2019 Consolidated Annual Performance and Evaluation Report.

**If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

There is no publicly owned land or property located within the Municipality of Anchorage that may be used to address the needs identified in the 2018-2022 Consolidated Plan or the 2019 Action Plan.

**4. Discussion**

The Municipality will continue to work with housing and supportive service agencies to develop strategies where monies can be coordinated to support mutually identified goals and outcomes that assist low- and moderate-income individuals and families.

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## AP-20 Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Table AP-20.1. - Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Priority Needs Addressed	Funding	Goal Outcome Indicator
1.	Rental Housing Development	2019	2022	Affordable Housing	Anchorage	Low-Income & Housed Populations	CDBG: \$425,215 HOME: \$142,357 HTF: \$495,000	Rental units constructed: 5 Household Housing Units Rental units rehabilitated: 32 Household Housing Units
2.	Public Services	2019	2020	Homeless	Anchorage	Public Services	CDBG: \$258,023	Public Service for Low/Moderate Income Housing Benefit: 350 Households Assisted & 200 Homeless Assisted
3.	Mobile Home Rehabilitation	2019	2022	Affordable Housing	Anchorage	Low-Income & Housed Populations	CDBG: \$400,000	Homeowner Housing Rehabilitated: 20 Household Housing Units
4.	Homeless Prevention and Rapid Re-housing	2019	2022	Homeless	Anchorage	Homeless Populations	ESG: \$135,477	Homelessness Prevention 40 Persons Assisted and Rapid Re-housing: 35 Households Assisted
5.	Tenant-Based Rental Assistance	2019	2022	Affordable Housing	Anchorage	Low-Income & Housed Populations	HOME: \$281,903	Tenant-Based Rental Assistance: 25 Households Assisted

6.	CHDO Operating Expense Assistance	2019	2022	Affordable Housing	Anchorage	Low-Income & Housed Populations	HOME: \$18,868	Other: 1 Other
7.	Homeowner Development Program	2019	2022	Affordable Housing	Anchorage	Low-Income & Housed Populations		Other: 0 Other
8.	Homeowner Rehabilitation	2019	2022	Affordable Housing	Anchorage	Low-Income & Housed Populations		Other: 0 Other

**Table AP-20.2. - Goal Descriptions**

1	<b>Goal Name</b>	Rental Housing Development
	<b>Goal Description</b>	Acquisition, New Construction, Rehabilitation and Operating Cost Assistance Cook Inlet Housing Authority - \$425,215 CDBG funds (Duke's Place) Cook Inlet Housing Authority – SASH - \$85,768 HOME funds Habitat for Humanity Anchorage - \$56,589 HOME CHDO funds TBD - \$495,000 HTF funds
	<b>Outcome</b>	Availability/accessibility
	<b>Objective</b>	Provide decent affordable housing
2	<b>Goal Name</b>	Public Services
	<b>Goal Description</b>	TBD - \$29,579 CDBG funds Catholic Social Services - Operations Support - \$41,534 Rural Alaska Community Action Program - Case Management Sitka Place \$71,560 CDBG funds Alaska Legal Services Corporation – Homeless Prevention Legal Services \$72,255 CDBG funds Rural Alaska Community Action Program – Homeless Outreach - \$43,095 CDBG funds
	<b>Outcome</b>	Availability/Accessibility
	<b>Objective</b>	Create suitable living environments
3	<b>Goal Name</b>	Mobile Home Rehabilitation
	<b>Goal Description</b>	Rural Alaska Community Action Program - \$400,000 CDBG funds

	<b>Outcome</b>	Affordability
	<b>Objective</b>	Provide decent affordable housing
4	<b>Goal Name</b>	Homeless Prevention and Rapid Re-housing
	<b>Goal Description</b>	Municipality of Anchorage - Homeless Prevention \$73,588 ESG funds (Rental Assistance) Catholic Social Services - Rapid Re-housing \$61,889 ESG funds
	<b>Outcome</b>	Availability/Accessibility
	<b>Objective</b>	Create suitable living environments
5	<b>Goal Name</b>	Tenant-Based Rental Assistance
	<b>Goal Description</b>	NeighborWorks Alaska - \$281,903 HOME funds
	<b>Outcome</b>	Availability/Accessibility
	<b>Objective</b>	Provide decent affordable housing
6	<b>Goal Name</b>	Community Housing Development Organization Operating Expense Assistance
	<b>Goal Description</b>	NeighborWorks Alaska - \$18,868 HOME funds
	<b>Outcome</b>	Affordability
	<b>Objective</b>	Provide decent affordable housing
7	<b>Goal Name</b>	Homeowner Development Program
	<b>Goal Description</b>	Funding for these projects may be comprised of CDBG and/or HOME to acquire property to construct/rehabilitate housing units. New homeowners must have an annual income at or below 80% of the area median income, as determined by HUD, adjusted for family size. No projects funded for 2019.
	<b>Outcome</b>	Affordability
	<b>Objective</b>	Provide decent affordable housing

8	<b>Goal Name</b>	Homeowner Rehabilitation
	<b>Goal Description</b>	These programs may provide assistance for increased accessibility, energy efficiency or repairs to items presenting a threat to health or safety in an owner-occupied home. The assistance will be available to low- and moderate-income residents throughout the Municipality. All homes considered for assistance must be occupied by owners with annual incomes at or below 80% of the area median income, as determined by HUD, adjusted for family size. Funding for these projects may be comprised of CDBG and/or HOME. Thirty percent of the grant award to the Subrecipient will be used for Housing Services Costs. No projects funded for 2019.
	<b>Outcome</b>	Affordability
	<b>Objective</b>	Provide decent affordable housing
8	<b>Goal Name</b>	Public Facilities and Improvements
	<b>Goal Description</b>	<p>Alaska Literacy Program (ALP) – Rehabilitation of Facility  2016 CDBG: \$213,376 + \$59,454.60= \$272,830.60  Reprogram \$59,454.60 to Alaska Literacy Project funded in 2016  2016 AP SA#6 \$9,089.31 from RurAL CAP-MHRP  2016 AP SA#6 \$10,922.50 from United Non-Profit LLC  2017 AP SA#6 \$26,827.43 from RurAL CAP-MHRP  2019 Action Plan \$12,615.36 from TBD Capital Project</p> <p>Brother Francis – Security Fence  2019 Action Plan \$100,000 from TBD Capital Project</p>
	<b>Outcome</b>	Availability/accessibility
	<b>Objective</b>	Provide decent affordable housing



**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b)**

The Municipality provided Habitat for Humanity Anchorage HOME funding in 2017 that will be used for site development, design/engineering and project management for the construction of 4 new housing units at 8314 Duben Avenue for owners at or below 80% of low/moderate-income.

The Municipality will continue to support the Rural Alaska Community Action Program's Mobile Home Repair Program (MHRP), a home rehabilitation program for approximately 20 homeowners of mobile homes per year. The MHRP targets low- to moderate-income households (80% Area Median Income or less).

The Municipality will continue to support NeighborWorks Alaska's Tenant-Based Rental Assistance, (TBRA) a rental assistance program that plans to assist 25 households in 2019. The TBRA targets the homeless and low-income (50% AMI or less) households simultaneously experiencing homelessness with a physical or mental disability, substance abuse, or chronic health condition.

The Municipality provided Cook Inlet Housing Authority CDBG funds in 2018 and plans to provide additional CDBG funds in 2019 for acquisition/rehabilitation of 630 W. 8<sup>th</sup> Avenue. The Duke's Downtown Housing project will consist of 27 units of low-income rental housing units. – (21 households at 60% AMI and 6 households at 50% AMI).

The Municipality plans to fund additional new housing projects with **2019 HOME CHDO and HTF funds in 2020** that have not yet been determined. HOME CHDO will be included in a Substantial Amendment to the 2019 Action Plan.

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## AP-35 Projects - 91.220(d)

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### Introduction

The Municipality expects to receive CDBG, HOME, ESG and HTF funds for program year 2019. The programs that are planned for 2019 are discussed in this section. It is not anticipated for the Municipality to receive the 2019 funding from HUD in time to actually fund and begin the proposed projects in 2019.

### HUD Programs Addressed in the 2019 Action Plan

#### CDBG

- Mobile Home Repair Program – Rural Alaska Community Action Program
- Rental Housing Development – Cook Inlet Housing Authority
- Public Facility Rehabilitation Benefiting Low-Income – ALP
- Public Facility - Brother Francis – Security Fence - MOA
- Activity Delivery Costs
- Public Services – TBD
- Public Services - Rural Alaska Community Action Program - Case Management Sitka Place
- Public Services - Alaska Legal Services Corporation - Homeless Prevention
- Public Services – Rural Alaska Community Action Program – Homeless Outreach
- Public Services – Catholic Social Services - Operations Support

#### HOME

- Karluk Manor Repayment
- CHDO Housing Program - Habitat for Humanity Anchorage
- Tenant-Based Rental Assistance - NeighborWorks Alaska
- CHDO Operating Expense Assistance – Habitat for Humanity Anchorage
- HOME Housing Program - Cook Inlet Housing Authority – SASH

#### ESG

- Homeless Prevention – Municipality of Anchorage
- Rapid Re-housing – Catholic Social Services

#### HTF

- Acquisition, New Construction and/or Rehabilitation – TBD
- Operating Cost Assistance – TBD

### 3. Project Information

**Table AP-35.1. - 2019 Projects**

	Projected Sources	CDBG	HOME	ESG	HTF	Total
	2019 Allocation	\$1,720,154	\$377,364	\$146,461	\$550,000	\$2,793,979
	Covid	\$1,070,086	\$0	\$4,295,217	\$0	\$5,365,303
	Program Income	\$0	\$115,000	\$0	\$0	\$115,000
	Total Sources	\$2,790,240	\$492,364	\$4,441,678	\$550,000	\$8,274,282
#	Project Name	CDBG	HOME	ESG	HTF	Total
	<b>Administrative</b>					
1A	CDBG Administrative	\$344,030				\$344,030
1B	CDBG-CV Administrative	\$214,017				\$214,017
2	HOME Administrative		\$49,236			\$49,236
15	ESG Administrative			\$10,984		\$10,984
16	HTF Administrative				\$55,000	\$55,000
	<b>CDBG</b>					
3	Mobile Home Repair Program - Rural Alaska Community Action Program (RurAL CAP)	\$400,000				\$400,000
4A	Rental Housing Development – CIHA - Duke’s Place	\$424,215				\$424,215
4B	Alaska Literacy Program	\$12,615.36				\$12,615.36
5A	CDBG Project - TBD	\$56,270.64				\$56,270.64
5B	Brother Francis – Security Fence	\$100,000				\$100,000
6	Activity Delivery Cost	\$125,000				\$125,000
7A	Public Services – TBD	\$29,579				\$29,579
7B	Public Services – Operations Support - CSS	\$41,534				\$41,534
8	Public Services - Case Mgt. Sitka Place - RurAL CAP	\$71,560				\$71,560
9	Public Services – Homeless Prevention - ALSC	\$72,255				\$72,255
10	Public Services – Homeless Outreach - RurAL CAP	\$43,095				\$43,095
	<b>CDBG-CV</b>					
17	Projects- TBD	\$856,069				\$856,069
	<b>HOME</b>					
11	Rental Housing Development – CIHA - SASH project		\$85,768			\$85,768
12	CHDO Housing Program –HFHA		\$56,589			\$56,589
13	Tenant-Based Rental Assistance - NeighborWorks Alaska		\$281,903			\$281,903
14	CHDO Operating Expense Assistance - HFHA		\$18,868			\$18,868
15	<b>Emergency Solutions Grant</b>					

15	Homeless Prevention – MOA			\$73,588		<b>\$73,588</b>
15	Rapid Re-housing - CSS			\$61,889		<b>\$61,889</b>
	ESG-CV			\$4,295,217		<b>\$4,295,217</b>
	HTF					
16	Rental Housing Development TBD				<b>\$495,000</b>	<b>\$495,000</b>
<b>Total Uses</b>		<b>\$2,790,240</b>	<b>\$492,364</b>	<b>\$4,441,678</b>	<b>\$550,000</b>	<b>\$8,274,282</b>

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs.**

The allocation priorities for the 2019 Action Plan were derived from the needs recognized in the 2018-2022 Con Plan. The three main obstacles to addressing underserved needs include: lack of funding; lack of available land for construction of affordable housing; and, high cost of land and building materials.

Objectives specifically related to homelessness include: expand the supply of rental housing for special needs populations, with an emphasis on the homeless, as outlined in the affordable housing strategy section; educate the public about the issue of homelessness; engage in homeless prevention activities and homeless services; support case management services in order to assist people in obtaining or retaining permanent housing; assist in the development of a coordinated intake and discharge system in Anchorage; housing affordability through rental assistance; support existing shelter services; and the expansion of permanent housing services. The Municipality will continue to develop partnerships with other agencies to leverage additional funding for programs to develop low-income rental housing and address underserved needs.

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## AP-38 Project Summary Information

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### 1. CDBG Administration, Planning, and Grant Management

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	CHDO Rental Housing Development Homeowner Rehabilitation Mobile Home Rehabilitation Affordable Housing Homeless Facilities Public Services Public Facilities and Improvements
<b>Needs Addressed</b>	Homeless Populations Low-Income & Housing Populations Public Facilities Public Services
<b>Funding</b>	CDBG \$344,030, Source: Grant CDBG-CV \$214,017, Source: Grant
<b>Description</b>	<p>Grant management, planning, and technical assistance to carry out CDBG, CDBG-CV, HOME, HTF and selected other activities. Several planning, technical assistance and grant management activities have been identified for 2019 and include the following:</p> <ul style="list-style-type: none"> <li>A. General management of the CDBG, CDBG-CV, HOME, and HTF projects and programs, including the drafting of Action Plans and Consolidated Annual Performance and Evaluation Report, executing procurement processes including RFP procedures and drafting written agreements</li> <li>B. Monitoring subrecipient agreements, recordkeeping and budgets, and assuring all federal and local guidelines are met, including eligibility under HUD national objectives, Davis Bacon Labor Standards, environmental reviews, fair housing and affirmative marketing</li> <li>C. Environmental reviews for projects initiated and funded by HUD (other than CDBG, CDBG-CV, HOME, ESG, and HTF projects)</li> <li>D. Assist in the development of planning strategies and community development planning efforts with other housing and service agencies</li> </ul>

	<p>E. Program evaluations</p> <p>F. Direct Anchorage Health Department operational costs and indirect costs as determined by the Intra-Governmental Chargeback System</p> <p>FY 2019, CDBG Administration, Planning, and Grant Management costs are allocated at 20% of the CDBG Entitlement allocation plus 20% of any Program Income funds received.</p> <p>\$214,107 in CDBG-CV funds to be utilized by AHD for program administrative costs associated with the planning and execution of the activities that are funded by CDBG-CV funds. Per FR-6218-N-01 published on August 10, 2020, up to 20% of CDBG-CV funds can be used for planning and program administrative costs, as defined in 24 CFR 570.205 and 24 CFR 570.206, respectively. CDBG-CV grant funds will not be used to pay planning and program administrative costs allocable to another grant under the CDBG annual formula program.</p>
<b>Target Date</b>	12/31/2020
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	NA
<b>Location Description</b>	Administration for CDBG, HOME, ESG, and HTF is at 825 L Street, Anchorage, Alaska.
<b>Planned Activities</b>	24 CFR 570.205 & 206 - Eligible planning and program administrative costs. 24 CFR 570.200(g))

## 2. HOME Administration, Planning, and Grant Management

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	Rental Housing Development Homeowner Development Program Tenant Based Rental Assistance
<b>Needs Addressed</b>	Low-Income & Housing Populations
<b>Funding</b>	HOME \$49,236, Sources: \$37,736 Grant and \$11,500 Program Income

<b>Description</b>	<p>Up to 10% of all new HOME funds, including Program Income may be used for administration, planning, and grant management. These funds will be used for general management of HOME projects and programs including the drafting of the Action Plans and Consolidated Annual Performance and Evaluation Report, executing procurement processes including Application/RFGP procedures and drafting written agreements, and general office expenses. Funds will also support the monitoring subrecipient agreements, recordkeeping and budgets, and assuring all federal and local guidelines are met, including eligibility under HUD national objectives, Davis Bacon Labor Standards, environmental reviews, fair housing and affirmative marketing.</p> <p>FY 2019, HOME Administration, Planning, and Grant Management costs are allocated at 10% of the HOME Entitlement formula allocation plus 10% of any Program Income funds received.</p>
<b>Target Date</b>	12/31/2020
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	NA
<b>Location Description</b>	Administration for CDBG, HOME, ESG, and HTF is at 825 L Street, Anchorage, Alaska.
<b>Planned Activities</b>	24 CFR 92.207 - Eligible administrative and planning costs.

### 3. Mobile Home Repair Program - Rural Alaska Community Action Program

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	Homeowner Housing Rehabilitated Mobile Home Rehabilitation Program (MHRP)
<b>Needs Addressed</b>	Low-Income & Housing Populations
<b>Funding</b>	CDBG \$400,000, Source: Grant

<b>Description</b>	The MHRP is administered by Rural Alaska Community Action Program and assists low-income families who own and occupy a mobile home in need of minor repairs. This assistance is in the form of a one-time grant of up to \$20,000. Funds are primarily used for EPDM roof covering, heating system replacement, hot water tank replacement, and mobile home leveling and skirting. Mobile homes comprise an important element of the affordable housing stock in the Municipality. The Municipality developed the MHRP to focus on repairs of aging mobile homes in order to preserve a portion of this affordable housing stock.
<b>Target Date</b>	12/31/2020 (second-year funding with three option periods remaining)
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	RurAL CAP estimates it will complete 20 units. The target population is owner-occupied mobile-home owner with low/moderate incomes less than 80% Area Median Income.
<b>Location Description</b>	Municipality of Anchorage - City wide (Girdwood to Eklutna).
<b>Planned Activities</b>	24 CFR 570.202 (a)(1) - Privately owned buildings and improvements for residential purposes; improvements to a single-family residential property which is also used as a place of business, which are required in order to operate the business, need not be considered to be rehabilitation of a commercial or industrial building, if the improvements also provide general benefit to the residential occupants of the building.

#### 4. Rental Housing Development – CDBG - Duke’s Place - CIHA

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	Rental Housing Development
<b>Needs Addressed</b>	Low-Income & Housing Populations

<b>Funding</b>	<p>\$598,634 2018 CDBG  \$25,621 2016 CDBG SA#5 &amp; SA#6  \$5,494 2017 CDBG SA#3 &amp; SA#4  \$15,210 Program Income  \$424,215 Proposed 2019 CDBG  Total: \$1,069,174</p> <p>2016 Action Plan - SA#5 &amp; SA#6 reprogram \$25,621 from Child Dev. Center to CIHA to Duke's Place that was listed in the 2018 and 2019 Action Plans.</p> <p>2017 Action Plan – SA#3 &amp; SA#4 reprogram \$5,494 from Elizabeth Place to Duke's Downtown Housing.</p>
<b>Description</b>	<p>Acquisition/Rehabilitation of 630 W. 8<sup>th</sup> Avenue. The Duke's Downtown Housing project will consist of 27 units of low-income rental housing units.</p> <p>The original 2018 award was comprised of \$598,634 in CDBG entitlement funds and \$15,210 in CDBG program income, for a total 2018 award of \$613,844. Of that, CIHA was reimbursed \$591,500 for acquisition costs, with a 5% retainer amounting to \$22,344 being held until project closeout.</p> <p>Amendment 1 contains \$455,330, made up of CDBG funds swept up in the Substantial Amendments to the 2016 and 2017 Action Plans, \$25,621 and \$5,494 respectively: plus \$424,215 of 2019 CDBG entitlement funds. CIHA will be reimbursed \$424,215 for acquisition costs, with \$31,115 withheld as the 5% retainer.</p> <p>The total award (acquisition price) for Duke's Downtown Housing came to \$1,069,174.</p>
<b>Target Date</b>	12/31/2020
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	21 households at 60% Area Median Income, 6 households at 50% Area Median Income
<b>Location Description</b>	630 W. 8 <sup>th</sup> Avenue, Anchorage, AK 99501

<b>Planned Activities</b>	24 CFR 570.202 (b)(1) - Assistance to private individuals and entities, including profit making and nonprofit organizations, to acquire for the purpose of rehabilitation, and to rehabilitate properties, for use or resale for residential purposes.
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#### 4B. Alaska Literacy Program (ALP) - Rehabilitation

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	Public Facilities for low/moderate-income housing benefit
<b>Needs Addressed</b>	Public Facilities
<b>Funding</b>	<p>2016 CDBG: \$213,376 + \$59,454.60= \$272,830.60</p> <p>Reprogram \$59,454.60 to Alaska Literacy Project funded in 2016.</p> <p>2016 AP SA#6 \$9,089.31 from RurAL CAP-MHRP</p> <p>2016 AP SA#6 \$10,922.50 from United Non-Profit LLC</p> <p>2017 AP SA#6 \$26,827.43 from RurAL CAP-MHRP</p> <p>2019 Action Plan \$12,615.36 from TBD Capital Project</p>
<b>Description</b>	Installation of a vertical lift, construction of an arctic entry and replacement of carpet. ALP provides reading, writing and English language instruction to adults with low literacy skills and limited English proficiency.
<b>Target Date</b>	12/31/2018
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	500 Low/Moderate-Income Persons
<b>Location Description</b>	1345 Rudakof Circle, Suite 104, Anchorage, AK 99508
<b>Planned Activities</b>	570.201 (c) Public Facilities and Improvements

#### 5A. CDBG Project TBD - TBD

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	TBD

<b>Needs Addressed</b>	Low-Income & Housing Populations
<b>Funding</b>	CDBG \$55,270.64, Source: Grant
<b>Description</b>	TBD
<b>Target Date</b>	12/31/2020
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	TBD
<b>Location Description</b>	Municipality of Anchorage - City wide (Girdwood to Eklutna).
<b>Planned Activities</b>	TBD

**5B. Brother Francis Shelter – Security Fence - Municipality**

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	Public Facilities for extremely low to very low-income housing benefit
<b>Needs Addressed</b>	Public Facilities and Homeless Populations
<b>Funding</b>	CDBG \$100,000, Source: Grant
<b>Description</b>	Install Security Fence in front of property. Administered by the Municipality.
<b>Target Date</b>	12/31/2020
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	150 Persons who are homeless

<b>Location Description</b>	1021 E 3rd Ave, Anchorage, AK 99501
<b>Planned Activities</b>	570.201 (c) Public Facilities and Improvements or Area benefit based on nature and location of activity

## 6. Activity Delivery Costs

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	Rental Housing Development Affordable Housing Mobile Home Repair Program Tenant-Based Rental Assistance Homeowner Rehabilitation
<b>Needs Addressed</b>	Low-Income & Housing Populations
<b>Funding</b>	CDBG \$125,000, Source: Grant
<b>Description</b>	Activity Delivery Costs for the Municipality
<b>Target Date</b>	12/31/2020
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The goal is to provide Activity Delivery Costs on active and/or previous on-going projects.
<b>Location Description</b>	Municipality of Anchorage

<b>Planned Activities</b>	<p>24 CFR 570.202 (a)(1) - CDBG funds may be used to finance the rehabilitation of privately owned buildings and improvements for residential purposes; improvements to a single-family residential property which is also used as a place of business, which are required in order to operate the business, need not be considered to be rehabilitation of a commercial or industrial building, if the improvements also provide general benefit to the residential occupants of the building.</p> <p>Rental Development. 24 CFR 92.205 (a)(1) - HOME funds may be used by a PJ to provide incentives to develop and support affordable rental housing through the acquisition, new construction, reconstruction, or rehabilitation of non-luxury housing with suitable amenities, including real property acquisition, site improvement. The housing must be permanent or transitional housing. The specific eligible costs are set forth in sections 92.206 through 92.209. 24 CFR 570.202 (b)(1) - Assistance to private individuals and entities, including profit making and nonprofit organizations, to acquire for the purpose of rehabilitation, and to rehabilitate properties, for use or re-sale for residential purposes.</p>
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#### 7A. CDBG Public Services – TBD

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	Public Services
<b>Needs Addressed</b>	Public Services
<b>Funding</b>	CDBG \$29,579, Source: Grant
<b>Description</b>	TBD
<b>Target Date</b>	12/31/2020
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	TBD
<b>Location Description</b>	TBD

<b>Planned Activities</b>	570.201(e) – Public Services.
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**7B. CDBG Public Services – Operations Support - Catholic Social Services (CSS)**

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	Public Services
<b>Needs Addressed</b>	Public Services
<b>Funding</b>	CDBG \$41,534, Source: Grant
<b>Description</b>	<p>The CSS Brother Francis Shelter (BFS) is an emergency shelter for homeless men and women in Anchorage. Shelter services include access to showers, a hot meal, medical care, and case management. CDBG funds will support the CSS BFS new Information and Referral Navigator position. The Navigator will assist individuals in crisis by assessing and prioritizing their immediate needs, advocating for services for those in need, and work with community resources and partners.</p> <p>Operations Support - CSS - \$165,030 was reprogrammed with substantial amendments in December 2019. \$51,496 of 2017 funds and \$72,000 of 2018 funds were reprogrammed from the Downtown Hope Center. \$41,534 of 2019 funds were reprogrammed from Public Services Not Awarded.</p>
<b>Target Date</b>	12/31/2020
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	BFS shelters approximately 240 individuals each night, for a total of more than 86,0000 shelter nights per year. They serve over 2000 different individuals per year. The Navigator expects to work with at least 30% of BFS clients, or 600 individuals per year.
<b>Location Description</b>	1021 E 3rd Ave, Anchorage, AK 99501
<b>Planned Activities</b>	570.201(e) – Public Services.

**8. CDBG Public Services – Rural Alaska Community Action Program - Case Management Sitka Place**

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	Public Services
<b>Needs Addressed</b>	Public Services
<b>Funding</b>	CDBG \$71,560, Source: Grant
<b>Description</b>	Rural Alaska Community Action Program provides case management and supportive services to homeless individuals with disabilities living in permanent supportive housing at Sitka Place.
<b>Target Date</b>	12/31/2020
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Sitka Place will house at least 50 individuals who are chronic homeless and with disabilities and extremely low- to very low-income.
<b>Location Description</b>	Safe Harbor - Sitka Place
<b>Planned Activities</b>	570.201(e) – Public Services.

**9. CDBG Public Services – Alaska Legal Services Corporation**

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	Public Services
<b>Needs Addressed</b>	Public Services
<b>Funding</b>	CDBG \$72,255, Source: Grant

<b>Description</b>	Alaska Legal Services Corporation provides direct assistance to at-risk of homelessness individuals and families. The legal assistance is aimed at immediately increasing an at-risk individual and family's safety and stability by keeping or securing housing, obtaining orders of protection and assisting with income maintenance issues such as securing child support and public benefits.
<b>Target Date</b>	12/31/2020
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	350 low/moderate-income individuals and families
<b>Location Description</b>	1016 W. Sixth Ave., Suite 200, Anchorage, Alaska 99501
<b>Planned Activities</b>	570.201(e) – Public Services.

**10. CDBG Public Services – Rural Alaska Community Action Program – Homeless Outreach**

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	Public Services
<b>Needs Addressed</b>	Public Services
<b>Funding</b>	CDBG \$43,095, Source: Grant
<b>Description</b>	RurAL CAP will provide a bridge between homeless services in the community to ensure that individuals experiencing homelessness have access to needed resources and are connecting with housing. The target population will be homeless individuals and individuals who are in crisis, who are experiencing severe needs. Priority will be given to individuals with incomes at 50% of the Area Median Income, who have a history of hospitalization and/or law enforcement contacts, are top users of the Anchorage Safety Center, and with a high vulnerability rating and who

	often have a substance abuse diagnoses. This population will often have co-occurring disorders (mental health and substance use disorders), as diagnosed in the Diagnostic and Statistical Manual of Mental Disorders (DSM-V).
<b>Target Date</b>	12/31/2020
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	60 individuals who are chronic homeless and with disabilities
<b>Location Description</b>	Scattered sites in Anchorage
<b>Planned Activities</b>	570.201(e) – Public Services.

**11. HOME Housing Program - Cook Inlet Housing Authority – SASH**

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	Housing Program
<b>Needs Addressed</b>	Low-Income & Housing Populations
<b>Funding</b>	2019 SA#2 – HOME - \$85,768, Sources: Grant 2020 HOME \$120,000, Sources: Grant Total: \$205,768
<b>Description</b>	Rental Housing Development – South Anchorage Senior Housing (SASH) project. Construction of 50 new units. There will be 25 units that are restricted to household below 50% of the AMI with rents not exceeding the 50% AMI LIHTC restricted unit rent. Three will be HOME units.
<b>Target Date</b>	12/31/2024
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	3 households below 50% AMI
<b>Location Description</b>	13600 Old Seward Highway, Anchorage, AK 99515
<b>Planned Activities</b>	Rental Development. 24 CFR 92.205 (a)(1) - HOME funds may be used by a PJ to provide incentives to develop and support affordable rental housing through the acquisition, new construction, reconstruction, or rehabilitation of non-luxury housing with suitable amenities, including real property acquisition, site improvement. The housing must be permanent or transitional housing. The specific eligible costs are set forth in sections 92.206 through 92.209.

**11B. Rental Housing Development – HOME – Karluk Manor Repayment**

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	Rental Housing Development
<b>Needs Addressed</b>	Low-Income & Housing Populations
<b>Funding</b>	HOME \$285,843, Sources: Grant
<b>Description</b>	Repayment of HOME funds to HUD for Karluk Manor to address finding of non-compliance.
<b>Target Date</b>	12/31/2022
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	NA
<b>Location Description</b>	Anchorage, AK 99501
<b>Planned Activities</b>	NA

**12. HOME CHDO Housing Program - Habitat for Humanity Anchorage**

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	Affordable Homeownership
<b>Needs Addressed</b>	Low-Income & Housing Populations
<b>Funding</b>	2018 SA#3 - HOME CHDO - \$109,960 2019 SA#2 - HOME CHDO - \$56,589 2020 HOME CHDO - \$108,527 2020 HOME - \$104,553 2020 HOME Program Income - \$121,140 Total: \$500,769
<b>Description</b>	Develop and support affordable homeownership affordability through the acquisition (including assistance to homebuyers), new construction, reconstruction, or rehabilitation. Downpayment Assistance.
<b>Target Date</b>	12/31/2025
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	4 low/moderate incomes housing units
<b>Location Description</b>	City Wide, Anchorage, AK
<b>Planned Activities</b>	Acquisition. 24 CFR 92.205(a)(1) and (2) - HOME funds may be used by a participating jurisdiction to provide incentives to develop and support affordable rental housing and homeownership affordability through the acquisition (including assistance to homebuyers), new construction, reconstruction, or rehabilitation of nonluxury housing with suitable amenities, including real property acquisition, site improvements, conversion, demolition, and other expenses, including financing costs, relocation expenses of any displaced persons, families, businesses, or organizations; to provide tenant-based rental assistance, including security deposits; to provide payment of reasonable administrative and planning costs; and to provide for the payment of operating expenses of community housing development organizations.

### 13. Tenant-Based Rental Assistance - NeighborWorks Alaska

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	Tenant-Based Rental Assistance
<b>Needs Addressed</b>	Low-Income & Housing Populations
<b>Funding</b>	HOME \$281,903, Sources: \$178,403 Grant and \$103,500 Program Income
<b>Description</b>	NeighborWorks Alaska will administer Tenant-Based Rental Assistance to low-income individuals and families living in scattered sites located in the Municipality. Chronic homeless and low-income households' simultaneously experiencing homelessness with a physical or mental disability, substance abuse, or chronic health condition. The targeted population comprises that segment of the Anchorage homeless population that currently accounts for the highest per capita expenditure rate for police callouts, emergency room and hospitalization, and Anchorage Safety Center/Safety Patrol encounters.
<b>Target Date</b>	12/31/2020
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	25 low-income households at or below 50% Area Median Income
<b>Location Description</b>	Scattered sites located in the Municipality
<b>Planned Activities</b>	92.205(a)(1) Eligible activities.

**14. CHDO Operating Assistance – Habitat for Humanity Anchorage**

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	Community Housing Development Organization Operating
<b>Needs Addressed</b>	Low-Income & Housing Populations
<b>Funding</b>	HOME \$18,868, Source: Grant
<b>Description</b>	Housing development costs for administration and overhead of the CHDO agency.
<b>Target Date</b>	12/31/2022
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Households with low/moderate-income
<b>Location Description</b>	Main office of Habitat for Humanity Anchorage
<b>Planned Activities</b>	92.208 Eligible CHDO Operating Expense and Capacity Building Costs

### 15. ESG Anchorage – Municipality of Anchorage and Catholic Social Services

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	Homeless Prevention and Rapid Re-housing
<b>Needs Addressed</b>	Homeless Populations
<b>Funding</b>	2019 ESG \$146,461, Source: Grant Municipality of Anchorage - Homeless Prevention \$73,588 Catholic Social Services - Rapid Re-housing \$61,889 Administration \$10,984
<b>Description</b>	Homeless Prevention activities and Rapid Re-housing for rent and utility assistance
<b>Target Date</b>	12/31/2020
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	35 persons assisted with Rapid Re-housing with extremely low-income 40 persons assisted with Homelessness Prevention with extremely low-income
<b>Location Description</b>	Administration for ESG is at 825 L Street, Anchorage, Alaska.
<b>Planned Activities</b>	578.53 Supportive Services

## 15. ESG CV - Anchorage

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	Homeless Prevention and Rapid Re-housing
<b>Needs Addressed</b>	Homeless Populations
<b>Funding</b>	ESG-CV1: of \$521,193 and ESG CV2 of \$3,774,024 for a total of ESG CV in the amount of \$4,295,217.
<b>Description</b>	<ol style="list-style-type: none"> <li>1. \$100,000 in ESG-CV funds to be awarded to Covenant House to fund shelter operations and essential services for homeless youth and transition age youth staying in emergency shelter.</li> <li>2. \$100,000 in ESG-CV funds to be awarded to Abused Women's Aid In Crisis (AWAIC) to fund shelter operations and essential services for victims of domestic violence and their children staying in emergency shelter.</li> <li>3. \$100,000 in ESG-CV funds to be awarded to Catholic Social Services to fund shelter operations and essential services for homeless women and children staying in emergency shelter at Clare House.</li> <li>4. \$100,000 in ESG-CV funds to be awarded to Salvation Army to fund shelter operations and essential services for homeless families staying in emergency shelter at McKinnell House.</li> <li>5. \$296,000 in ESG-CV funds to be awarded to Catholic Social Services to provide housing and relocation and stabilization services to homeless individuals and families as part of their Rapid Re-Housing program.</li> <li>6. \$260,000 in ESG-CV funds to be awarded to the Municipality of Anchorage Homeless Prevention program to provide short- and/or medium-term rental assistance and/or housing relocation and stabilization services to individuals and families at risk of homelessness.</li> <li>7. \$2,783,696 in ESG-CV funds to be awarded to one or more yet to be determined non-profit agencies to support shelter operations and essential services at homeless shelters throughout the Municipality.</li> </ol>

	<p>8. \$126,000 in ESG-CV funds to be awarded to one or more yet to be determined non-profit agencies to provide homeless outreach service to connect homeless individuals and at-risk individuals to homeless services. Homeless outreach will focus on unsheltered homeless and homeless individuals and families not currently associated with appropriate homeless services.</p> <p>The Homeless Prevention and Response System (HPRS) Gap Analysis identified outreach as a priority intervention for preventing or reducing new inflow into homelessness. The Assembly recently allocated \$180,000 for provided homeless outreach services. AHD will monitor the service demand and effectiveness of this program. If it is determined that additional homeless outreach is required, AHD may request reallocating some ESG-CV funding currently designated for shelter operations (see #7 above) to homeless outreach.</p> <p>9. \$429,521 in ESG-CV funds to be utilized by AHD to administer the ESG-CV funding described in items 1 thru 7 above. The CARES Act allows up to 10% of ESG-CV funds to be used for administrative costs.</p> <p><b>The Citizen Participation Plan was amended to add:</b> The ESG-CV funds require no consultation and citizen participation; however, the Municipality will publish how the allocation has or will be used on the appropriate Municipal web page. The Municipality will publish the ESC-CV allocations on the Anchorage Health Department, Community and Safety Development web page before funds are awarded. The CDBG required public comment period is reduced to not less than 5 days and the public hearing may be virtual.</p>
<b>Target Date</b>	12/31/2025
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	TBD
<b>Location Description</b>	Administration for ESG is at 825 L Street, Anchorage, Alaska.
<b>Planned Activities</b>	578.53 Supportive Services

**16. 2019 HTF Anchorage – Rental Housing Development TBD**

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	Rental Housing Development
<b>Needs Addressed</b>	Low-Income & Housing Populations
<b>Funding</b>	2019 HTF Administrative - \$55,000 2019 HTF Acquisition, New Construction, Rehabilitation and Operating Cost Assistance - \$495,000 Total: \$550,000
<b>Description</b>	The MOA plans to use the HTF for the acquisition, new construction, rehabilitation and operating cost assistance of rental housing. The MOA plans to reserve 10% of the HTF allocation funding for administrative, planning, and compliance purposes. Up to 30% of the State allocation can be used for operating cost assistance. Operating cost assistance will only be used on rental housing projects for the HTF assisted units that do not receive project-based assistance. The MOA’s 2019 HTF Allocation Plan is part of the 2019 Action Plan and must be approved by HUD.
<b>Target Date</b>	7/26/2024
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Benefit 5 extremely low-income individuals and families with incomes at or below the poverty line, whichever is greater
<b>Location Description</b>	Administration for HTF is at 825 L Street, Anchorage, Alaska
<b>Planned Activities</b>	24 CFR Part 93.200 Eligible activities, 93.201 Eligible project costs, 93.202 Eligible administrative and planning costs

**17. CDBG-CV Project TBD - TBD**

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	TBD

<b>Needs Addressed</b>	Low-Income & Housing Populations
<b>Funding</b>	CDBG—CV \$856,069, Source: Grant
<b>Description</b>	TBD - \$856,069 in CDBG-CV funds and \$85,849.64 of 2019 CDBG fund to be awarded to one or more yet to be determined non-profit agencies to respond to the growing effects of the COVID-19 pandemic by providing public service to move homeless individuals and families out of shelter and into permanent housing, to reduce the number of homeless individuals in congregate shelter, and to increase physical distance between individuals in congregate shelter. Funded public service will include support for shelter operations, case management, and system navigation support. The Municipality is also anticipate awarding up to \$743,328 in 2020 CDBG funds for the COVID-19 response.
<b>Target Date</b>	12/31/2025
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	TBD
<b>Location Description</b>	Municipality of Anchorage - City wide (Girdwood to Eklutna).
<b>Planned Activities</b>	TBD

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## AP-50 Geographic Distribution - 91.220(f)

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### Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed.

The following is a description of the Municipality's geographic area for services, which include areas for low-income families and/or racial and minority concentrations where efforts will be directed throughout the 2019 calendar year.

According to the 2010 U.S. Census, the geographic area of the Municipality has a total land area of 1,704.68 square miles and includes Eklutna, Anchorage Bowl, Chugiak, Eagle River, and Girdwood (Turnagain Arm). The Municipality is considered a county under the U.S. Census Bureau, and is identified as a unified home rule municipality, which means city government and borough governments are merged. Anchorage is the northern most major city in the United States. According to the U.S. Census Bureau, the estimated population in 2015 in Anchorage is 298,908 residents. Anchorage is the largest city in Alaska and constitutes approximately 41% of the State's total population.

In 2010, the Census showed a total of 32,469 households resided in census tracts with a median household income below 80% of Anchorage's median income. The census tracts below 80% median income included: 3, 4, 5, 6, 7.01, 7.03, 8.01, 8.02, 9.01, 9.02, 10, 11, 14, 17.31, 18.02, 19, 20, 21, and 22.02. The Census 2010 Demographic Information for Anchorage shows: White 66.00%, Black 5.60%, American Indian and Alaska Native 7.90%, Asian 8.10%, Native Hawaiian and Other Pacific Islander 2.00%, two or more races 8.10%, Hispanic or Latino origin 7.60%, and White persons not Hispanic 62.60%.

The AK Department of Labor shows the following race by percentage (July 2016): Total 299,037, White 194,470, American Indian and Alaska Native 26,003, Black or African American 18,060, Asian 28,626, Native Hawaiian or Other Pacific Islander 7,566, two or more races 24,312, and Hispanic Origin of any race 26,786.

[www.live.laborstats.alaska.gov/pop/estimates/data/RaceHispBCA.xls](http://www.live.laborstats.alaska.gov/pop/estimates/data/RaceHispBCA.xls)

**Table AP-50.1. – Geographic Distribution**

Target Area	Percentage of Funds
Municipality of Anchorage – City Wide	100%

### Rationale for the priorities for allocating investments geographically

In 2010 the median income in Anchorage was \$85,200. In 2016 the median income in Anchorage increased to \$87,600. According to the Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates, a total of 31,026 households in Anchorage have a household income below \$75,000.

The Municipality has designated the entire city as the target area. This allows low-income households to live in any neighborhood and still be eligible to receive assistance from programs based on income.

**Discussion**

The Municipality will not prioritize the allocating of investments geographically as there is a great need for all programs citywide. To do so would prohibit individuals or families from participation in housing or programs based on where they reside.

## AP-55 Affordable Housing

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### Introduction

The Municipality has identified goals in the 2019 Action Plan that provides decent housing by preserving the affordable housing stock and increasing the availability of affordable housing. The 2019 Action Plan lists specific goals and actions that are funded with HOME, CDBG, ESG, and HTF funds to work towards achieving these goals.

In the 2019 Action Plan, the Municipality will continue to support the RurAL CAP's Safe Harbor rental housing projects. RurAL CAP will receive CDBG Public Service funds to provide case management and supportive services to homeless individuals with disabilities living in permanent supportive housing at Sitka Place.

In the 2019 Action Plan, the Municipality will continue to support the Cook Inlet Housing Authority's Duke's Downtown Housing project that will consist of 27 units of low-income rental housing units.

The Municipality will continue to support NeighborWorks Alaska's Tenant-Based Rental Assistance, (TBRA) a rental assistance program that plans to assist 25 households in 2019. The TBRA targets the homeless and extremely to very low-income (30% Area Median Income or less) households simultaneously experiencing homelessness with a physical or mental disability, substance abuse, or chronic health condition.

The Municipality will continue to support the Rural Alaska Community Action Program's Mobile Home Repair Program (MHRP). The MHRP rehabilitates 20 owner-occupied mobile home owners with low to moderate incomes (80% Area Median Income or less).

The new affordable housing projects with CDBG and HOME funds in 2019 are TBD. The Municipality consults with the agencies listed in Table AP 10.1 to help prioritize projects that meet the goals of the Action Plan.

The following tables show the goals for affordable housing projects funded with FY 2019 funding.

**Table AP-55.1. - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households to be Supported.	
Homeless:	30
Non-Homeless:	52
Special Needs:	0
Total:	82

**Table AP-55.2. - One Year Goals for Affordable Housing by Support Type**

One Year Goals for the Number of Households Supported Through	
Rental Assistance:	25
The Production of New Units:	5
Rehab of Existing Units:	25

Acquisition of Existing Units:	27
Total:	82

**Discussion**

**Housing Needs Assessment**

The Municipality is providing affordable housing assistance to renters and homeowners who may be homeless and non-homeless. The programs include rehabilitation of owner-occupied mobile homes, new construction/rehabilitation of rental and home-owner properties and tenant-based rental assistance.

Mobile Home Repair Program – CDBG - rehabilitation - 20 households at 80% Area Median Income

Rental Housing Development – CDBG – acquisition/rehabilitation - 21 households at 60% AMI and 6 households at 50% AMI

Rental Housing Development – HOME CHDO – TBD - new construction/rehabilitation - 5 households at 60% AMI.

Tenant-Based Rental Assistance – Rental and down payment assistance for up to 2 years for 25 households at 50% AMI

ESG Anchorage – Rapid Re-housing for rent and down payment assistance for 35 households at 30% AMI

ESG Anchorage – Homeless Prevention for security deposits, rent or late rent and utility assistance for 40 households at 30% AMI

HTF Anchorage – rental development TBD - Production of affordable housing through acquisition, new construction, and /or rehabilitation. May include operating cost assistance. Goal is for 5 households at 30% AMI. Counted as homeless and rehabilitation in above tables.

## AP-60 Public Housing

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### Introduction

This information was gathered in consultation with Alaska Housing Finance Corporation (AHFC), the public housing agency for the Municipality. AHFC is a self-supporting public corporation with a mission to provide Alaskans with access to safe, quality, affordable housing. They:

- Provide a variety of affordable housing programs and tools, including the operation of public housing, housing choice vouchers, and project-based assistance;
- Finance housing developments through the Low-Income Housing Tax Credit program, tax-exempt multifamily loans, and the distribution of federal and state housing grants;
- Help reduce energy costs through energy efficiency education, weatherization grants, federal tax credit application assistance, special loans for weatherization, and heating assistance programs for renters; and
- Provide a variety of home loan programs for low- and moderate-income residents including first-time homebuyers.

AHFC was admitted to the HUD Moving to Work Demonstration program in 2008. All activities must meet one of the three MTW statutory goals:

1. Reduce cost and achieve greater cost effectiveness in federal expenditures;
2. Create incentives for families with children to work, seek work, or prepare for work; and
3. Increase housing choices for low income families.

Information regarding AHFC's activities can be found in its annual Moving to Work Plans and Reports at <https://www.ahfc.us/publichousing/resources/mtw-plans-and-reports/>. In Anchorage, AHFC operates:

- 627 Public and Multifamily Housing Program units, of which 240 serve elderly/disabled populations exclusively;
- 48 affordable housing units which accept individuals with vouchers;
- 2,290 Housing Choice Vouchers; and
- 157 project-based voucher units.

In addition to its Public Housing, Housing Choice Voucher, and Multifamily Housing Programs, AHFC offers the following specialty programs for very low-income families in the Anchorage jurisdiction.

- Empowering Choice Housing Program – a partnership with the State of Alaska Council on Domestic Violence and Sexual Assault and the Alaska Network on Domestic Violence and Sexual Assault. This direct referral program offers 95

vouchers to families displaced by domestic violence, dating violence, sexual assault, and stalking. This program is limited to 36 months of rental assistance.

- Mainstream Voucher Program – a partnership with the State of Alaska Department of Health and Social Services. This direct referral program offers 10 vouchers to nonelderly persons with a disability who are at serious risk of institutionalization, transitioning from an institutional setting, at risk of homelessness, or homeless.
- Making A Home Program – a partnership with the State of Alaska Office of Children’s Services. This direct referral program offers 15 coupons to youth aging out of foster care who are participating in an Independent Living Program. This program is limited to 36 months of rental assistance.
- Moving Home Program - a partnership with the State of Alaska Department of Health and Social Services. This direct referral program offers 70 vouchers to persons with a disability receiving supportive services paid for by the State of Alaska.
- Returning Home Program – a partnership with the State of Alaska Department of Corrections (DOC). This direct referral program offers 30 coupons to persons under a DOC supervision requirement. This program is limited to 24 months of rental assistance.
- Veterans Affairs Supportive Housing – a partnership with the Alaska VA Healthcare System (AVAHS). This direct referral program offers 169 vouchers to homeless veterans with case management services provided by AVAHS.
- A partnership with NeighborWorks Alaska to provide subsidy at the Adelaide, a 70-unit Single Room Occupancy building, serving individuals who qualify as homeless under the McKinney-Vento Act.
- A partnership with Rural Alaska Community Action Program, Inc., to provide subsidy at Karluk Manor, a Housing First development, serving 46 chronically homeless persons with substance abuse or alcohol addictions.
- A partnership with Covenant House Alaska to provide subsidy and support services to 25 homeless youth at Dena’ina House.

AHFC promotes self-sufficiency and well-being for people in Anchorage through the following programs.

- After-school programs for children and youth in public housing developments;
- Heavy chore services to frail elderly or disabled families;
- Meals on Wheels program at buildings with elderly and disabled families;
- Educational scholarships;
- Summer camp scholarships for children in the Housing Choice Voucher and Public Housing programs;

- Computer labs offer family self-sufficiency and educational resources as well as youth educational activities;
- Jumpstart, an enhanced Family Self-Sufficiency Program, is available to participants of AHFC's rental assistance programs who wish to increase income from employment and decrease dependence on housing assistance;

### **Actions planned during the next year to address the needs of public housing**

AHFC Public Housing Division's vision is for an Alaska where all people have a safe and affordable place to call home. Our mission is to provide the people of Alaska access to safe and sustainable housing options through innovative strategies and programs. As of January 1, 2019, in Anchorage there were over 1,299 families on the Housing Choice Voucher waiting list and over 3,011 on the waiting list for various AHFC-owned rental assistance units.

Many times, the lack of affordable housing in Alaska is most acutely felt by low-income residents. The waiting list in Anchorage indicates that one and two bedroom waiting lists are in the highest demand, and units that provide accessible features for the disabled are also very much needed. AHFC continues to assess needs, research development and partnership opportunities, and implement strategies that will create financially sustainable housing that meets the needs of low-income Alaskans and increases the number of affordable housing units.

For the coming year, AHFC continues to modify its units with accessibility features such as enlarged door openings, grab bars in bathrooms and hallways, automatic doors, and removing carpet to facilitate wheelchair movement. For new construction, AHFC complies with ADA-504 on all new construction and renovation projects and ensures that at least five percent of the units, or one unit (whichever is greater), will accommodate a person with mobility impairments.

Lastly, AHFC offers a well-defined Reasonable Accommodation process that covers families from the application process through unit modification requests. Additionally, AHFC offers language interpretation services to those families with limited English proficiency.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

AHFC promotes resident involvement in AHFC activities through both a Resident Advisory Board (RAB) and Resident Councils. The purpose of AHFC's RAB is to provide advice and comment to AHFC on proposed operations, the annual Moving to Work Plan, proposed construction activities, and other items of interest to AHFC's public housing and housing choice voucher clients. The RAB is composed of eleven members, and AHFC conducts four quarterly meetings each year. Minutes and comments received during meetings are reported to AHFC's Board of Directors.

AHFC also encourages the formation of Resident Councils at its Public and Multifamily Housing sites. The purpose of a Council is to encourage resident participation in the quality of life at their complex. All residents that elect to have a Council have opportunities to

improve and/or maintain a suitable, safe, and positive living environment through participation in the Council.

AHFC provides a staff person designated to assist in the formation, development, and educational needs of a Council and offer technical assistance to volunteers. Members are encouraged to conduct regular meetings, discuss resident concerns, and provide feedback to AHFC management on any issues affecting residents in the apartment communities. In the coming year, AHFC plans to invite a member of each Council's board to attend RAB meetings.

AHFC currently has 22 homeowners receiving assistance for homeownership under a monthly assistance 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. Given the difficult financial times forecasted for future funding, AHFC does not currently plan to re-visit this program in its current form. Staff are investigating alternate methods of encouraging this activity. Further development of this activity will be tied to future leasing rates and available funds.

**If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

The Public Housing Authority is not designated as troubled. AHFC is considered a High Performing Public Housing Authority.

**Discussion**

AHFC is the State of Alaska's only Public Housing Authority. Their headquarters is located in Anchorage. AHFC partners with non-profits and agencies in Anchorage and provides funding for many programs/projects. Those activities are listed in its annual plans and reports as well as the detailed list of its housing activities described above.

For its fiscal year ending June 30, 2018, of the 1,005 families admitted into housing programs, 818 (81.4%) were extremely low-income and 172 (17.1%) were very low-income. AHFC will continue to provide affordable housing to extremely low-, very low- and low-income families, seniors, and disabled individuals through its various programs. It will also continue to provide a full-service approach to property management and maintenance. General up-keep and maintenance of property is important for curb appeal and resident satisfaction. Property management and maintenance staff conduct regular site inspections using standard checklists at least annually. Inspections results are used to create plans for capital improvements.

## **AP-65 Homeless and Other Special Needs Activities - 91.220(i)**

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### **Introduction**

The Municipality has identified goals in the 2019 Action Plan that provide decent housing by transitioning homeless persons and families into permanent housing and increasing the supply of supportive services. The 2019 Action Plan lists specific goals and actions that are funded with HOME, CDBG, ESG, and HTF funds to work towards achieving these goals.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The Municipality continues to meet weekly with the Anchorage Coalition to End Homelessness (Continuum of Care) on the implementation of Coordinated Entry to ensure that individuals and families who are homeless are connected to the appropriate services. Coordinated Entry is designed to coordinate and prioritize access to housing and homeless programs. Weekly coordinated entry provider meetings are held to discuss homeless individuals housing placement and supportive services delivery by Anchorage providers.

The Municipality participates in the Homeless Action & Response Team (HART) that addresses the problem of homeless camps located through Anchorage. The HART are partners from the Anchorage Police Department, Anchorage Health Department, and mental health outreach workers coordinate services to vacate the homeless camps and transition the individuals and families to housing. The Municipality funds two positions at the Municipality and one position at the Rural Alaska Community Action Program to provide a bridge between homeless services in the community to ensure that individuals experiencing homelessness have access to needed resources and are connecting with housing. The target population will be homeless individuals and individuals who are in crisis, who are experiencing severe needs. Priority will be given to individuals with incomes at 50% Area Median Income, who have a history of hospitalization and/or law enforcement contacts, are top users of the Anchorage Safety Center, and with a high vulnerability rating and who often have a substance abuse diagnosis. This population will often have co-occurring disorders (mental health and substance use disorders), as diagnosed in the Diagnostic and Statistical Manual of Mental Disorders (DSM-V).

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The Municipality coordinates the Emergency Cold Weather Shelter program that shelters families at emergency cold weather shelters operated by eight churches. Families are referred to an emergency cold weather shelter when the temperature is below 45 degrees. To access the shelter, families are instructed to call the Abused Women's Aid In Crisis (AWAIC) hotline which is staffed 24-hours a day in Anchorage. Once a family is identified through the AWAIC hotline, AWAIC will get in touch with the appropriate temporary cold weather shelter and estimate the arrival time of the family.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again:**

The Municipality plans to fund one or more affordable housing projects in 2019 through an application process. There will be a substantial amendment to the 2019 Action Plan when projects are selected.

The Municipality continues to support decent affordable housing by funding the NeighborWorks Alaska's Tenant-Based Rental Assistance program that assists 25 homeless households at 50% Area Median Income with rental and down payment assistance for up to 2 years. These are households' simultaneously experiencing homelessness with a physical or mental disability, substance abuse, or chronic health condition.

The Municipality provides two (2) Emergency Solution Grants types, the Rapid Re-housing and Homeless Prevention. The ESG programs provide short-term and medium-term rental assistance to individuals and families that are homeless or at risk of homelessness by helping them regain stability in their current housing or permanent housing. Case Managers and participants create case plans with up to 3 focus areas to work on. The Try-Out Phase, is the phase the participant becomes more independent as they utilize the resources on their own. The case manager does follow up, to make sure everything is working out on both sides. The case manager then takes a step back supporting the participant when needed. In 2017, Catholic Social Services, Rapid Re-Housing program assisted 250 households with ESG funds and the matched locally funded programs for homeless families and individuals.

The Municipality works with the Continuum of Care to assist homeless persons, especially the chronically homeless individuals, veterans and their families and unaccompanied youth.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The Municipality funds the Rapid Re-housing program operated by Catholic Social Services to provide rent and down payment assistance to low-income households at 30% Area Median Income who are homeless or at-risk of homelessness by helping them to quickly be re-housed and stabilized.

Systems of care and publicly funded institutions discharge persons into homelessness, such as health-care and mental health facilities, foster care and corrections programs. State, local and private and public agencies work in consortium to aid homeless and at-risk of

homelessness households by assisting and counseling them. There are many services provided; such as fair housing with landlords, health and social services to children, elderly, disabled, veterans, persons with HIV and their families and other special groups affected into homeless or at risk of homelessness.

Agencies work tirelessly on the methods of distribution of assistance within the community. Homelessness is a community wide effort. Members of the Continuum of Care ranked homeless families with children and youth as the highest priorities. Efforts by government programs, non-profit agencies, businesses and the public were formulated to create standard intake processes; increases to funding for more low-cost affordable housing; better access to prevention services, and funding for medical and behavioral treatment.

ESG has benefited from the Coordinated Entry efforts by assisting in the development of policies, performance standard, program evaluations and coordinating housing services funding for homeless families and individuals.

With ESG Rapid Re-housing (RRH) services, Catholic Social Services (CSS) assists families living in shelters or in places not meant for human habitation to move into permanent housing as quickly as possible. RRH households must have a reliable income source that will sustain housing. ESG assists families for 3 months, if there are extenuating circumstances and funds are available, assistance up to 6 months may be considered. Community Based case management provides intensive case management, limited financial resources and referrals to additional community resources. RRH services does not allow the family to pay more than 30% of their income towards rent.

CSS Homeless Family Services work with multiple outside agencies and service providers to service households experiencing homelessness. Outside agencies must provide a Release of Information for each participant for open communication between parties to occur. Regular weekly check-in meeting must occur to ensure appropriate service delivery.

A Self-Sufficiency Plan or Housing Stability Plan is established for each family. Each household must be able to independently maintain permanent housing after program assistance has ended. Applicants can receive case management services up to 90 days as long as they are compliant with the rights and responsibilities outlined in the ESG program.

A review of eligibility will be conducted every 6 months. Discharge planning begins at intake. The participant will complete an After-care/Follow-up form during the intake process that specifies their desire for case management follow-up after discharge. Community partners and landlords working with the participant continue to be a part of the community partners.

CSS is in the process of revamping the RRH program model to an evidenced based model called Critical Time Intervention (CTI). CTI recognizes people need the most support during times of transition. Services can last 3 months to 1 year depending on the grant(s) and the level of the participant's self-sufficiency.

A renter household in Anchorage needs 1.5 full-time jobs at average renter wage to afford a two-bedroom unit at fair market rent. This high cost of rental housing is part of why an estimated 33 percent of all households in the Municipality of Anchorage are cost-burdened, meaning they spend more than 30 percent of their income on housing. Housing is even less affordable for the lowest income residents; to afford a two-bedroom rental unit at fair market rent, a renter earning minimum wage would need to work 102 hours per week as per 2017 Housing Assessment.

The Municipality also funds the Homeless Prevention program operated by the Municipality's Aging and Disabilities Resource Center to provide financial assistance with rent, rental and utility arrearages to approximately 40 low-income households at 30% Area Median Income. The program will prevent households from becoming homeless and regain stability in permanent housing.

It also provides housing relocation and stabilization services and short-term rental assistance as necessary to prevent the household from moving into an emergency shelter, a place not meant for human habitation or another place of the homeless definition. The cost of homeless prevention is only eligible to the extent that the assistance is necessary to help the participant to regain stability in their current housing or move into other permanent housing and achieve stability in that housing.

The Municipality funds the Public Services program operated by Alaska Legal Services Corporation that provides assistance to 350 low-income individuals and families that are at-risk of becoming homeless. The legal assistance is aimed at immediately increasing at-risk individuals and family's safety and stability by keeping or securing housing, obtaining orders of protection and assisting with income problems, such as, securing child support and public benefits.

## **Discussion**

The goals and activities described above to reduce and end homelessness in the Municipality are contingent upon stable funding from the HUD HOME, CDBG, ESG, and HTF funds. The Municipality will continue the following activities to help end homeless in Anchorage.

- Coordinate with partners to support community efforts that link veterans to case management and housing services.
- Coordinate with the Continuum of Care to seek strategies and actions that improve Coordinated Entry to housing and services.
- Work with community partners to link individuals and families to mainstream support services, such as public assistance, Medicaid/Medicare, and veterans support services.
- Reduce homelessness by increasing the availability of affordable housing, so individuals and families can move off the streets, out of shelters, and into permanent homes.



## AP-75 Barriers to Affordable Housing

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### Introduction

As mentioned in the Consolidated Plan, the cost of housing or the incentives to develop, maintain, or improve affordable housing are affected by public policies, particularly those of the Municipality. Such policies include:

- Title 21 zoning ordinance residential design standards
- Regulatory processes including permits and approvals
- Accessory-dwelling-units regulations
- Zoning ordinance regulations limiting the size, type, and number of residences
- Building codes
- Fees and charges
- Parking requirements
- Infrastructure standards and requirements
- Off-site improvements requirements

**Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

During the period of this Action Plan and the 2018-2022 Consolidated Plan, the Municipality plans to do what it can to remove or ameliorate the negative effects of public policies that may serve as barriers to affordable housing.

Since 2015, the municipal Planning Department has worked with the development community to amend the Title 21 zoning ordinance residential design standards that the development community has identified as the most costly (relative to public benefit) or difficult to adhere to. These include, amending the residential design standards, no longer requiring storage areas, and organizational changes that simplify and shorten the regulations. Menu choices and standards are becoming clearer and easier to comply with, more flexible and less prescriptive.

In 2017, the Assembly adopted the Anchorage 2040 Land Use Plan. One of the main objectives to the plan is to make sure that enough land is designated to accommodate anticipated housing needs, including more compact housing types. The Planning Department included as a factor the need for equity in the geographic distribution of compact housing types that tend to be more affordable and transit oriented. The Planning Department has assisted the Real Estate Department to evaluate the best use of the limited Municipal owned lands in the Municipality of Anchorage for housing development. . Examples of this include the former Federal archive site in Midtown and the Municipal owned lands on the southwest corner of Tudor and Elmore Road.

In 2019, the Municipality adopted a tax abatement ordinance for the Central Business District to foster new housing development in the downtown area. The tax abatement

allows for up to 12 years of tax relief for newly constructed residential units.

**Does the Municipality’s comprehensive plan include a “housing element? A local comprehensive plan means the adopted official statement of a legislative body of a local government that sets forth (in words, maps, illustrations, and/or tables) goals, policies, and guidelines intended to direct the present and future physical, social, and economic development that occurs within its planning jurisdiction and that includes a unified physical plan for the public development of land and water.**

The Municipality comprehensive plan consists of a series of four overarching plans: Anchorage 2020—Anchorage Bowl Comprehensive Plan (AB 2020), Chugiak-Eagle River Comprehensive Plan (CE), Girdwood Area Plan (GAP), and the Turnagain Arm Comprehensive Plan (TA). Further amplification of these four plans may be found in area specific plans as well as functional plans addressing infrastructure, parks, open space, historic preservation, and natural resource management. The issue of housing is interwoven throughout the comprehensive plan along with such issues as future land use, transportation, and open space. The Anchorage Bowl Comprehensive Plan (AB 2020) includes Policy #56, which guides the development of the Housing & Community Development Consolidated Plan in terms of the location and density of housing development. AB 2020 calls for a more focused and compact form of development than had been traditionally found in Anchorage. Subsequent area specific plans have forwarded this focus and provide greater specificity in types of housing, density, their planned location, and the design and character of desired for new housing development.

The 2017 adopted Anchorage 2040 Land Use Plan (2040 LUP) supplements the AB 2020 Plan and is an element of the comprehensive plan. The 2040 LUP sets the stage for future growth and development, with an emphasis on future housing needs. The 2040 LUP incorporates the adopted area specific plans, public facility plans, and recent analyses regarding population, housing, commercial, and industrial needs over the next 25 years. The 2040 LUP has a housing Goal (Goal #4) to meet the housing needs of all and adds additional policies to encourage and guide the development of housing. It also includes recommended strategies to carry out the plan and manage growth including strategies to help reduce the cost of housing and alleviate the workforce housing deficit. Action 2-6 called for the development of a new mixed used zoning district. This was accomplished in 2018 through the adoption of the R-3A zoning district, which promotes mixed use development near town centers that are served or planned to be served by transit. During this same period, the Municipality amended the rules governing Accessory Dwelling Units (ADU) to allow this type of housing in more of its residential districts as well increasing the allowed size of these units. ADU’s can be attached, above a garage or detached as long as the design follows specific setback, size and parking requirements.

**If the Municipality has a comprehensive plan with a housing element, does the plan provide estimates of current and anticipated housing needs, taking into account the anticipated growth of the region, for existing and future residents, including low, moderate and middle-income families, for at least the next five years?**

Chapter Two of Anchorage Bowl Comprehensive Plan (AB 2020) includes an analysis of the local population, economy, land use, forecasts for planning and infrastructure needs over a twenty-year time horizon. The Consolidated Plan estimates the housing needs of low and low-to-moderate income households.

The Anchorage 2040 Land Use Plan (2040 LUP) includes an updated housing sufficiency analysis forecasting the housing needs through the year 2040. The 2040 LUP encourages a range of housing types to meet those needs, with specific targets for compact and multifamily housing types. The 2040 LUP includes actions to review and amend zoning standards such as parking requirements, building heights, minimum lot sizes, and mixed-use regulations to further encourage housing development.

**Does the Municipality zoning ordinance and map, development and subdivision regulations or other land use controls conform to Municipality's comprehensive plan regarding housing needs by providing: a) sufficient land use and density categories (multifamily housing, duplexes, small lot homes and other similar elements); and, b) sufficient land zoned or mapped "as of right" in these categories, that can permit the building of affordable housing addressing the needs identified in the plan? (For purposes of this notice, "as-of-right," as applied to zoning, means uses and development standards that are determined in advance and specifically authorized by the zoning ordinance. The ordinance is largely self-enforcing because little or no discretion occurs in its administration.)**

Title 21, Anchorage's zoning code was overhauled in 2013. Title 21 includes updated standards that promote and encourage redevelopment and infill development with higher land use densities and intensities. It provides a range of multifamily districts allowing moderate, medium, and high-density housing types—both market and affordable—by right.

The Municipality is updating the city Zoning Map incrementally to conform to the Anchorage 2040 Land Use Plan (2040 LUP) land use plan and meet the housing needs. Strategies include targeted Area Rezones that the Municipality can carry out to facilitate area-specific changes in the Zoning Map to allow more housing and mixed-use where called for in the 2040 LUP.

The Municipality is further implementing the 2040 Land Use Plan by developing the Reinvestment Focus Area (RFA) program. Once in place, the RFA will focus and coordinate municipal actions including development incentives, infrastructure investments, and implementing procedures to catalyze private sector reinvestment and support infill and redevelopment in strategic areas of Anchorage. Included is a focus on increasing new housing development on vacant infill lots and redevelopment of underused buildings and sites in or near centers and transit corridors.

**Does the Municipality’s zoning ordinance set minimum building size requirements that exceed the local housing or health code or is otherwise not based upon explicit health standards?**

The building code sets minimum dwelling unit sizes, while the zoning ordinance (Title 21) sets minimum lot sizes per number/type of housing units.

**If the Municipality has development impact fees, are the fees specified and calculated under local or state statutory criteria? If yes, does the statute provide criteria that sets standards for the allowable type of capital investments that have a direct relationship between the fee and the development (nexus), and a method for fee calculation?**

The Municipality does not charge impact fees but it does require off-site improvements to streets and utilities as needed and in proportion to the development’s off-site impacts.

**If the Municipality has impact or other significant fees, does the jurisdiction provide waivers of these fees for affordable housing?**

N/A

**Has the Municipality adopted specific building code language regarding housing rehabilitation that encourages such rehabilitation through graduated regulatory requirements applicable as different levels of work are performed in existing buildings? Such code language increases regulatory requirements (the additional improvements required as a matter of regulatory policy) in proportion to the extent of rehabilitation that an owner/developer chooses to do on a voluntary basis.**

Any modifications (rehabilitation) of a building must meet the International Existing Building Code. Any modification (rehabilitation) of a building for the purposes of a voluntary seismic upgrade does not have to fully meet code but it does have to move toward compliance and can’t make conditions worse.

**Does the Municipality use a recent version (i.e. published within the last 5 years or, if no recent version has been published, the last version published) of one of the nationally recognized model building codes (i.e. the International Code Council (ICC), the Building Officials and Code Administrators International (BOCA), the Southern Building Code Congress International (SBCI), the International Conference of Building Officials (ICBO), the National Fire Protection Association (NFPA) without significant technical amendment or modification.**

The Municipality has adopted the 2012 International Building Code (IBC) with modifications. The Fire Department uses NFPA standards that are referenced in the adopted IBC and IFC. Amendments have been adopted for both codes. The IBC has not been amended to disallow the requirements for sprinklers; however, the International Residential Code has. The IRC addresses single-family and duplexes. The Fire Department has limited jurisdiction with the IRC and that does not include residential sprinklers.

**Alternatively, if a significant technical amendment has been made to the above model codes, can the jurisdiction supply supporting data that the amendments do not negatively impact affordability.**

Unknown.

**Does the Municipality's zoning ordinance or land use regulations permit manufactured (HUD-Code) housing "as of right" in all residential districts and zoning classifications in which similar site-built housing is permitted, subject to design, density, building size, foundation requirements, and other similar requirements applicable to other housing that will be deemed realty, irrespective of the method of production?**

Title 21 allows manufactured and pre-fab housing by right, if it has permanent foundation and meets zoning requirements such as height limits, setbacks, etc. generally applicable to stick-built housing.

**Within the past five years, has an official (i.e., mayor, city manager, administrator, etc.), the local legislative body, or planning commission, directly, or in partnership with major private or public stakeholders, convened or funded comprehensive studies, commissions, or hearings, or has the jurisdiction established a formal ongoing process, to review the rules, regulations, development standards, and processes of the jurisdiction to assess their impact on the supply of affordable housing?**

In 2012 the Municipality contracted with a local consulting firm to conduct a technical analysis of housing demand and preferences in Anchorage. The 2012 Housing Market Analysis evaluated housing demand over the 2010 to 2030 period and the financial feasibility of compact housing types. It found that there is a significant shortage of housing, especially in the multi-family and compact housing types, and recommended measures in response. Many factors affect the supply of housing in Anchorage, including the fact that overall construction costs create a significant feasibility gap for medium and high-density housing. The Analysis identified regulatory processes as one of several factors that local government could directly and quickly correct. The Municipality is working to address these regulatory process and land use codes barriers as resources allow, in part through the 2040 Anchorage Land Use Plan (2040 LUP) and its policies and action items.

In 2015 the Alaska Mental Health Trust Authority and the United Way of Anchorage funded a fair housing analysis on behalf of the Municipality. The Analysis of Impediments to Fair Housing study found that Anchorage's housing challenge affected residents at all economic levels, with lower-income and minority rental households the most seriously impacted.

The 2017 adopted 2040 LUP updates the 2012 housing capacity and needs analysis through the year 2040. It corroborates the findings of the reports above, and includes measures for housing such as making reduced parking requirements for rental housing by-right, allowing for smaller lot sizes, more compact housing, and Accessory-Dwelling-Units, facilitate redevelopment of blighted areas, and plan for the potential redevelopment of mobile home parks.

The current Administration has designated a Housing Coordinator in the Real Estate Department whose primary focus is to encourage housing development on underutilized or vacant City owned lands. The Housing Coordinator will be issuing a Request for Proposals in 2019 for a nine-acre Municipal owned site located in the Midtown area, a major employment center. This prime located site is designated under the 2040 LUP for mixed used development and will require a minimum of 20 dwelling units per acre and allow up to 40 dwelling units per acre through a bonus point system.

The Municipality is currently developing a Reinvestment Focus Area (RFA) program that furthers the goals of the 2040 LUP for housing. RFAs are key areas that are able to absorb more housing and employment density, are locations where the community wants to see growth, is served by transit, have most of the utilities needed in place, but require public partnership assistance to address site development challenges such as rights of way improvements, rezoning, platting etc.

**Within the past five years, has the Municipality initiated major regulatory reforms either because of the above study?" If yes, attach a brief list of these major regulatory reforms.**

The Municipality overhauled its zoning ordinance, called Title 21, in 2013. The new code introduced lower parking requirements, administratively available parking reductions, narrow lot housing, Accessory-Dwelling-Units, and density and parking incentives for affordable / transit supportive housing. As users have developed projects under the new Title 21, amendments have been made to address adding greater flexibility in parking standards for small lot subdivisions, and other adjustments.

The 2040 LUP, adopted in 2017, identified more than a dozen near-term housing-related changes to the development regulations. Several have been completed and an additional half-dozen are underway.

**Within the past five years has the Municipality modified infrastructure standards and/or authorized the use of new infrastructure technologies (e.g. water, sewer, street width) to significantly reduce the cost of housing?**

Some are underway and more are called for in 2040 LUP. The Anchorage Water and Wastewater Utility (AWWU) is conducting an analysis of its rate setting processes to develop greater flexibility in the approval of water and wastewater infrastructure improvements. Presently, AWWU has limited means to authorize new infrastructure technologies to significantly reduce the cost of housing.

The annual Capital Improvement Program (CIP) includes scoring and ranking nominated road, surface water and park improvements to develop each year's proposed CIP for Assembly. The Scoring process now includes a category to score how projects can better serve Reinvestment Focus Areas. By adding this Reinvestment Focus Area category to the CIP process, it will help identify those CIP projects that should be funded to support these targeted growth areas and further support housing growth as well as capitalize on other public investments that have already been made in previous years in the area.

**Does the Municipality give “as-of-right” density bonuses sufficient to offset the cost of building below market units as an incentive for any market rate residential development that includes a portion of affordable housing? (As applied to density bonuses, “as of right” means a density bonus granted for a fixed percentage or number of additional market rate dwelling units in exchange for the provision of a fixed number or percentage of affordable dwelling units and without the use of discretion in determining the number of additional market rate units.)**

Title 21 offers as-of-right density bonuses for increases in floor-area-ratio (FAR) for affordable rental housing. The amount of floor area bonus is directly tied to the amount of floor area of affordable rental housing. The affordable housing receiving the bonus must meet three non-discretionary (as of right) standards: be at least partly above grade to have windows, be intermingled with market units in the project, and be indistinguishable in appearance from market units.

The Municipality is amending its parking reductions for affordable rental housing (meeting HUD affordable definitions) to make those reductions “as of right” rather than subject to the discretion of municipal officials.

**Has the Municipality established a single, consolidated permit application process for housing development that includes building, zoning, engineering, environmental, and related permits? Alternatively, does your jurisdiction conduct concurrent, not sequential, reviews for all required permits and approvals?**

Yes these permits are administered through the building permit process. Development Services Department (Build Safety Division) receives the permit application and distributes copies to the various agencies for review, including Land Use, Fire, Traffic, etc. The Municipality can conduct concurrent reviews for some of the required permits and approvals. The 2040 LUP calls for formalizing “permit assistance teams” for housing.

The Municipality is currently developing a Small Area Implementation Plan (SAIP) process to allow for non-institutional master plans. The SAIP provides an alternative to the procedures and design standards of Title 21 (Municipal Land Use Code) for landowners seeking to develop large, complex sites with multiple buildings, transportation features, site constraints etc. An approved Master Plan will streamline future land use review processes as phased development occurs.

**Does the Municipality provide for expedited or “fast track” permitting and approvals for all affordable housing projects in Anchorage?**

Not formally, but does have this ability if requested. This strategy is planned to be considered as part of an implementation Action identified by the 2040 LUP. The MOA has one of the fastest permit review times for a jurisdiction of our size in the nation.

**Has the Municipality established time limits for government review and approval or disapproval of development permits in which failure to act, after the application is deemed complete, by the government within the designated time, results in automatic approval?**

Yes.

**Does the Municipality allow “accessory apartments” either as: a) a special exception or conditional use in all single-family residential zones or, b) “as of right” in most residential districts otherwise zoned for single-family housing?**

Yes, and is during expanding these with a Anchorage 2040 Land Use Plan (2040 LUP) target of 1,000 accessory-dwelling-units (ADUs) over next 25 years. An ADU ordinance was adopted by the Assembly that amends ADU regulations. ADU units are now allowed in all residential zoning districts as well as an increase in the maximum allowed size of the ADU.

**Does the Municipality have an explicit policy that adjusts or waives existing parking requirements for all affordable housing developments?**

Yes, Traffic Engineer and Planning Director may approve a 15 to 30 percent reduction to the number of required off-street parking spaces for each affordable housing unit. 2040 LUP Action 4-3 addresses parking requirements through finding ways to streamline approvals for a reduced number of parking spaces for housing developments and to create some additional reductions when certain criteria is met.

**Does the Municipality require affordable housing projects to undergo public review or special hearings when the project is otherwise in full compliance with the zoning ordinance and other development regulations?**

No.

#### **Discussion**

The Municipality will continue to provide information to developers and project sponsors on how to comply with accessibility guidelines. HOME funding automatically requires the minimum of 5% accessible and 2% site and sound unit thresholds.

The Municipality grant agreements have requirements to affirmatively further fair housing.

The Municipality displays the Fair Housing Poster in its office and reasonable accommodation requests are encouraged in all communication regarding public meetings.

## AP-85 Other Actions - 91.220(k)

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### Introduction

The limited amount of funding provided to the Municipality through HUD programs is not sufficient to solve the affordable housing or homeless issues in Anchorage. It will take collaboration and support from several organizations to succeed with these priorities. The Municipality coordinates its efforts with the Anchorage Coalition to End Homelessness, Continuum of Care partners, State Department of Health and Social Services, Alaska Mental Health Trust Authority, Alaska Housing Finance Corporation and non-profit agencies serving individuals and families who may be low-income, homeless or a person with special needs.

### Actions planned to address obstacles to meeting underserved needs

The main obstacle that the Municipality has had to address for the last several years are decreases in CDBG and HOME funding. Reduced HUD funding has made it difficult for the Municipality to fund projects in the community to solve the lack of affordable housing, the chronic homeless population and supportive services to individuals and families to help them from becoming homeless. The Municipality anticipates that funding will continue to decrease in the immediate future due to the continuing federal budget cuts at HUD. For all projects in the 2019 Action Plan, the Municipality is working with partners to leverage federal and State funds to meet the underserved housing needs of individuals and families in Anchorage.

### Actions planned to foster and maintain affordable housing

In the 2019 Action Plan, the Municipality will foster affordable housing by funding one affordable housing project, Dukes Place. Also, the Municipality will continue to fund the Rural Alaska Community Action Program's Mobile Home Repair Program for health and safety rehabilitation to maintain mobile homes owned by low/moderate-income families.

### Actions planned to reduce lead-based paint hazards

Lead-based paint (LBP) in Anchorage's housing continues to be a rare occurrence. Nevertheless, all CDBG, HOME, and HTF funded programs dealing with rehabilitation of older homes include funds to address LBP according to Part 35 regulations. The Municipality will continue to collaborate as appropriate with State and local agencies, nonprofit groups, and the private sector to reduce housing related LBP hazards, especially for low-income families and children. The Municipality has developed LBP Policies and Procedures in compliance with 24 CFR 35 (LBP Poisoning Prevention in Certain Residential Structures) which are incorporated into all its programs. These include acquisition and rehabilitation programs funded by CDBG, HOME, and HTF. Where program specific policies impose funding caps per client or per unit, these caps may be waived when costs required address LBP testing, evaluations, assessments and mitigation cause the project to exceed program limits.

## **Actions planned to reduce the number of poverty-level families**

In the 2019 Action Plan, the Municipality will reduce the number of poverty-level families by funding two programs. The Tenant-Based Rental Assistance program will help the homeless individuals and families with disabilities with rental assistance to keep them housed until permanent rental assistance becomes available. The Homeless Prevention and Rapid Re-housing programs assist individuals and families who are at risk of homelessness due to short-or medium-term crisis or have been homeless for a short-term. These individuals and families need short-or medium-term financial assistance for preventing evictions, utility shut-offs or down payment for starting a new rental lease.

Poverty is so often the result of chronic struggles with hunger, addiction, housing insecurity, mental illness, unemployment, educational voids and various forms of abuse. These interconnected struggles continue year after year and often span generations. Many organizations work to meet the needs of the whole person through short and long-term assistance.

Housing insecurity and prolonged poverty are strongly linked. Many organizations offer programs to struggling men, women, children, and families. This includes overnight and emergency shelters for those finding themselves homeless for the first time to transitional living centers that help rebuild lives. Permanent housing is achieved through programs that keep a household together through counseling, coaching and maintaining a budget.

Employment assistance is part of the comprehensive approach to helping families and individuals overcome poverty, many organizations offer educational resources, job placement opportunities, and career coaching that will assist those in need of stable and gainful employment.

Bill paying assistance, help is given to struggling families and individuals by avoiding the cycle of crisis by supplanting their income with rent, utility, food and other vital payments. This assistance at times is the difference between shelter and eviction, keeping families together and off the streets.

Medical services and government health coverage has provided medical, dental and behavioral services for low-income families, elderly, veterans, chronic conditions and people with disabilities. To become eligible individuals must meet certain conditions based on income, category, age, disabilities and non-medical benefits.

## **Actions planned to develop institutional structure**

The Municipality participated in the implementation of the Anchorage Community Plan to Prevent and End Homelessness (The Plan) dated October 14, 2015. The Plan was written by the Planning Committee in partnership from the Anchorage Health Department, Housing, Homeless and Neighborhood Development (HHAND) Commission, and the Anchorage Coalition to End Homelessness. The Plan is one of the basis in setting priorities for distributing CDBG, HOME, ESG, and HTF funds in 2019.

In October 2018, the Anchorage Coalition to End Homelessness published Anchored Home, a Strategic Action Plan to Solve Homelessness in Anchorage: 2018-2021. The HHAND

Commission passed a resolution (Appendix G) in support and endorsement of the goals of the 2018-2021 Anchored Home Plan on April 3, 2019.

**Actions planned to enhance coordination between public and private housing and social service agencies**

The Anchorage Coalition to End Homelessness (Continuum of Care), a non-profit organization comprised of providers of homeless services that come together to address homelessness as a partner with the Municipality. The Municipality Anchorage Health Department has a dedicated staff member that is on the board of directors.

In 2019, the Municipality will continue to coordinate its efforts with the Housing, Homeless and Neighborhood Development Commission, the Anchorage Coalition to End Homelessness, Continuum of Care partners, Alaska Department of Health and Social Services, Alaska Mental Health Trust Authority, Alaska Housing Finance Corporation and non-profit, public and private housing agencies and social service agencies.

**Discussion**

See above.

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## **AP-90 Program Specific Requirements - 91.220(I)(1,2,4)**

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### **Introduction**

The jurisdiction must describe activities planned with CDBG, HOME, ESG, and HTF funds expected to be available during the year. All such activities are also included in the projects section.

### **CDBG, HOME, ESG, and HTF**

- Mobile Home Repair Program – Rural Alaska Community Action Program - Renovate owner occupied mobile homes with CDBG funding.
- Rental Housing Development – Cook Inlet Housing Authority – Acquisition/Rehabilitation of rental housing with CDBG funds.
- CDBG, HOME and HOME CHDO Housing Program(s) – TBD.
- Tenant-Base Rental Assistance – NeighborWorks Alaska – CDBG funds
- Operating Expense Assistance – NeighborWorks Alaska – HOME funds
- Homeless Prevention and Rapid Rehousing Program – The Municipality administers the Homeless Prevention Program and Catholic Social Services administers the Rapid Rehousing Program – ESG Funds
- HTF Housing Program(s) – acquisition, new construction, and/or rehabilitation. Project may include operating costs - TBD

### **CDBG Public Services**

- Public Services – Rural Alaska Community Action Program – Provide case management to persons who were recently homeless in Sitka Place, permanent housing, and who may have chronic alcoholism and other disabilities.
- Public Services – Alaska Legal Services Corporation – Provide direct legal assistance to individuals and families at-risk of homelessness.
- Public Services – Rural Alaska Community Action Program - Provide a bridge between homeless services in the community to ensure that individuals experiencing homelessness have access to needed resources and are connecting with housing.
- Public Services – TBD

### **Community Development Block Grant CDBG**

#### **Reference 24 CFR 91.220(I)(1)**

**Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies Program Income that is available for use that is included in projects to be carried out.**

**Table AP-90.1. – CDBG Program Income**

	<b>Amount</b>
1. The total amount of Program Income that will have been received before the start of the next program year and that has not yet been reprogrammed.	\$0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	\$0
3. The amount of surplus funds from urban renewal settlements.	\$0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	\$0
5. The amount of income from float-funded activities.	\$0
Total Program Income	\$0

**Other CDBG Requirements**

**Table AP-90.2. - Estimated Percentage of National Objective Benefits**

	<b>Amount</b>
1. The amount of urgent need activities.	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00% +

**HOME Investment Partnership Program (HOME)**

**Reference 24 CFR 91.220(I)(2)**

**The jurisdiction must describe activities planned with HOME funds expected to be available during the year. All such activities should be included in the Projects screen. In addition, the following information should be supplied:**

**1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:**

The Municipality does not intend to use other forms of investment beyond those identified in Section 92.205.

**2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:**

**Resale/Recapture Provision**

The Municipality is only establishing a recapture provision. Resale requirements for ensuring affordability are not being implemented.

### **A. Recapture Model: Recapture Entire Amount**

Recapture applies to the downpayment and closing-cost assistance loans to homebuyers in conjunction with the Homebuyer Development Program, funded by the HOME Investment Partnerships Program (HOME) in the 2017 Annual Action Plan, being initiated with Habitat for Humanity Anchorage. The Homebuyer Development Program, a CHDO program, provides direct assistance to homebuyers through loans for downpayment and closing costs.

Loans shall be non-forgivable, at 0% interest, with the HOME loan amount due and payable upon alienation. There are no payments associated with these loans. The Municipality shall enforce the loans through deeds of trust and deed of trust notes. The loans continue past the HUD affordability periods and are not assumable. Buyers may sell at any time with no limits on the sale price.

Limitation: When repayment is initiated by a sale (voluntary or involuntary) of the property, and there are no net proceeds or the net proceeds are insufficient to repay the HOME loan balance, the amount recaptured will be limited to the net proceeds, if any. The net proceeds are the sales price minus superior loan repayment (other than HOME funds) and any closing costs.

Two examples: A voluntary sale that results in insufficient funds may include a sale when changing location for a job. An involuntary sale may include foreclosure by a superior mortgage-holder.

Alienation: Alienation occurs when the homeowner ceases to live on the property for any reason including sale of the property; death of the assisted homebuyer; or vacating the property for a job change, marriage, or for any other purpose.

HOME regulations require the assisted homebuyer to live in the residence for the entire affordability period. The recapture provision is a requirement of the HOME Program that ensures the funds are assisting qualified individuals or families.

### **B. Amount Subject to Recapture**

Only the direct subsidy to the homebuyer (i.e., the downpayment and closing cost assistance) is subject to recapture. Development subsidies are not considered.

### **3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:**

A description of the Municipality's guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds is the same as the description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities. See description above.

### **4. Market Conditions Indicating the Need for TBRA**

The Municipality certifies that an assessment has been completed of market factors, and because there is an ample supply of housing, a Tenant-Based Rental Assistance (TBRA) program is an effective way to expand affordable housing opportunities for the

community. The lack of affordable housing in the Anchorage area is evidenced by the very low vacancy rates which have caused rents to increase. The average rent for a one-bedroom apartment in Anchorage increased 13% from \$1,112 in 2015 to \$1,259 in 2016. (Rental Survey by Alaska Department of Labor and Workforce Development). As of June 2016, in Anchorage there were over 262 families on the Housing Choice Voucher waiting list and over 5,461 on the waiting list for various Alaska Housing Finance Corporation (AHFC) -owned rental assistance units statewide.

TBRA is essential to meeting the unmet needs of special needs and at-risk populations by providing opportunities for those seeking a way out of homelessness. AHFC cannot issue TBRA vouchers in the Municipality and the rental assistance programs currently available through AHFC for chronic homeless have all been leased and have waiting lists (Moving Home Program and Veterans Affairs Supportive Housing).

The Municipality has identified the need to provide TBRA to eligible households that are at or below 50% of the median area income. Preference is given to special needs populations identified in AHFC's Moving Home Voucher Program. Case Managers have been able to successfully engage the chronically homeless and introduce the Housing First concept to them, only to be let down later over the time it takes to obtain permanent long-term rental subsidy. TBRA is intended to fill this gap by providing temporary rental assistance while waiting for an AHFC voucher to be processed or while waiting for their name to come up on the waiting list.

NeighborWorks Alaska administers Tenant-Based Rental Assistance to low-income persons living in the Municipality. Chronic homeless and low-income households' simultaneously experiencing homelessness with a physical or mental disability, substance abuse, or chronic health condition. The targeted population comprises that segment of the Anchorage homeless population that currently accounts for the highest per capita expenditure rate for police call-outs, emergency room and hospitalization, and Anchorage Safety Center/Safety Patrol encounters.

**5. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:**

There are no plans for refinancing existing debt with HOME funds.

**Emergency Solutions Grant (ESG)  
Reference 91.220(l)(4)**

**1. Included written standards for providing ESG assistance (may include as attachment)**

Written standards for providing ESG assistance is included in the Appendix F.

**2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.**

ESG staff are required to take part in and act in accordance with the Continuum of Care (CoC) Coordinated Entry process, this includes using CoC's standard assessment tools and

practices. CoC is a community-based homeless assistance planning network whose accountabilities include effective use of mainstream programs. CoC and ESG coordinate and integrate to the extent possible, all assistance programs available to the homeless. Prioritization for Homeless Prevention and Rapid Re-housing assistance comply with CoC standards.

All applicants are assessed to determine eligibility based on homeless definitions, eligibility and assessments. ESG establishes documented intake procedures with Alaska Homeless Management Information System data collection and recordkeeping.

**3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations) will be allocated.**

The Municipality awards an annual grant to Catholic Social Services to expend monies for the Rapid Re-Housing Program. Homeless Prevention funds will be administered by the Aging and Disability Resource Center at the Municipality Anchorage Health Department.

The Municipality works in partnership with Chugach Electric Association (CEA) and Anchorage Water and Wastewater Utility (AWWU) to provide utility assistance to their members. In 2018, AWWU provided utility assistance \$8,471 to 25 AWWU households through their “Coins Can Count” program and CEA provided \$68,921 to 225 Chugach Electric households.

**4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.**

The Municipality Anchorage Health Department has a dedicated member of the Anchorage Coalition to End Homelessness (Continuum of Care) board of directors.

The Municipality initiates a Cold Weather Plan for Homeless Persons (The Plan) as authorized by Anchorage Municipal Code Title 16, Chapter 16.120 Cold Weather Plan for Homeless Persons (AMC 16.120 as amended).

The plan enables Bean’s Café to temporarily shelter clients of Brother Francis Shelter to act as a temporary overnight cold weather shelter for homeless persons. Anchorage Churches designated by the Director of the Anchorage Health Department or their designee, will act as temporary overnight shelters for families and sober individuals when “The Plan” is in effect when outside temperature is 45 degrees Fahrenheit or below, by ambient or wind chill measures.

Enable social services facilities as designated by the Director of the Anchorage Health Department or their designee, to act as temporary overnight cold weather shelters for homeless persons when “The Plan” is in effect.

The objective of the “The Plan” is to safeguard the lives of vulnerable homeless individuals by providing temporary shelter during inclement weather conditions that pose a threat to

those living without adequate shelter, especially those at higher risk of death due to exposure.

## **5. Describe Performance Standards for Evaluating ESG**

Summarized Performance Standards:

ESG funds will be used to provide short and medium-term housing for homeless and at risk of homelessness individuals and families. ESG assistance reports client data through Alaska Homeless Management Information System (AKHMIS). To receive funding under the HEARTH Act the ESG program uses a coordinated centralized assessment system, AKHMIS.

Updates and input from the Anchorage Coalition to End Homelessness will help determine if the services should be increased or decreased. This includes: (1) continued development and implementation of policies and procedures, (2) the maintenance of the ESG, (3) establishing processes for monitoring and evaluating project activities and compliance, and (4) development and facilitation of a community plan to end or reduce homelessness.

### **Discussion:**

The strategy is: (1) provide housing opportunities for individuals and families, (2) move homeless people into supportive housing as quickly as possible, (3) develop a range of housing options and services for homeless individuals and families, (4) implement the HEARTH Act provisions to maximize new ways for preventing homelessness, and (5) use Rapid Re-housing and shelter diversion activities.

## **6. Housing Trust Fund (HTF)**

**Reference 24 CFR 91.220.(1)(5)**

### **1. Distribution of Funds**

#### **a. A description of the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2)**

Section 92.205 is about housing and homeless needs. The HOME funds and other forms of investment related to the HOME

Applicants for National Housing Trust Fund (HTF) awards are required to demonstrate familiarity with the requirements of other Federal, State or local housing programs that may be used in conjunction with the HTF to ensure compliance with all applicable requirements and regulations of such programs.

The review of applicant eligibility for HTF awards will take place at the initial qualification stage in the application process and will be verified again at the final application stage.

MOA's review of applicant eligibility requires that the experience with other Federal, State and local programs be within the past 10 years.

Any substitution or change in partners or contract staff used to satisfy the experience requirements requires MOA's approval, in advance and in writing.

The specific provisions of 24 CFR 93.2 detailed in the definition of recipient listed below apply to the allocation plan and will be explicitly stated as requirements in the application instructions.

Recipient means an organization, agency, or other entity (including a public housing agency, or a for-profit entity or a nonprofit entity) that receives HTF assistance from a grantee as an owner or developer to carry out an HTF-assisted project. A recipient must:

- (1) Make acceptable assurances to the grantee that it will comply with the requirements of the HTF program during the entire period that begins upon selection of the recipient to receive HTF funds, and ending upon the conclusion of all HTF-funded activities;
- (2) Demonstrate the ability and financial capacity to undertake, comply, and manage the eligible activity;
- (3) Demonstrate its familiarity with the requirements of other Federal, State, or local housing programs that may be used in conjunction with HTF funds to ensure compliance with all applicable requirements and regulations of such programs; and
- (4) Have demonstrated experience and capacity to conduct an eligible HTF activity as evidenced by its ability to own, construct, or rehabilitate, and manage and operate an affordable multifamily rental housing development.

**b. A description of the MOA's application requirements for eligible recipients to apply for HTF funds.**

An eligible recipient of HTF funds will be required to comply with uniform administrative requirements in 2 CFR Part 200 and 24 CFR Part 93. The MOA will only award HTF funds for rental housing and/or operating cost assistance for rental housing. Operating cost assistance may only be awarded with rehabilitation.

**APPLICATION REQUIREMENTS – All required items are threshold items.**

**(1) Application - General**

One complete application package with original signatures and three (3) additional copies must be submitted hard copy by the due date/time to:

Municipality of Anchorage  
Purchasing Department

- Application should be arranged in the order listed in the application checklist and must include each of the items listed on the application checklist.
- Include one (1) complete application package with original signatures and three (3) additional copies, all bound in three-ring binders.

- All application material should be bound in the order in which they are identified.
- Application must be organized using a cover page and a table of contents.
- Application must include numbered tabs, placed between the application and each threshold and supporting application material item.
- Application must be on 8½ x 11 inch paper. Maps on larger size paper must be folded to an 8½ x 11 size and attach to the back of the proposal.
- Application must include a thumb drive containing the complete proposal in MS Word and the application pro-forma in Excel.

No funds, HTF, Municipal or other, may be committed to a project for which the applicant has applied before the environmental review according to 24 CFR Part 93.301 and CPD Notice 16-14 is complete by MOA. Options to purchase a site executed prior to completion of the environmental review must comply with the NSP Policy Alert dated September 16, 2011. All buy/sell agreements must be reviewed and approved by Municipal staff. **If the project has begun prior to the submitted Application, the project MUST STOP ALL WORK and no further expenditures are incurred until the Application process has been completed which includes the environmental review.** All funding awards, contracts or agreements made by MOA are conditional upon successful completion of the environmental review by the Municipality. The environmental review process takes at least 45 days from the date all supporting documentation is complete.

Provide a signed letter of transmittal (A brief letter signed by a corporate officer or other individual who has the authority to bind the firm that includes a brief statement of your firm's understanding of the services to be performed, AND the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, and telephone numbers.

The Application must be complete with all questions answered, all schedules completed, and all required narratives included. An application which, in MOA's sole opinion, has not met the required submissions, will be considered non-responsive, and may NOT be considered further in this Notice of Funding Availability cycle. MOA reserves the right to request technical corrections to the application.

## (2) Signed Certifications

Applicant must certify that housing units assisted with HTF funds will comply with HTF requirements.

Certification that housing units assisted with the HTF will comply with HTF requirements.

Applicant must provide Debarment Certification [www.sam.gov](http://www.sam.gov)

## (3) Project Description

Provide a detailed project description including a description of the eligible activities to be conducted with HTF funds.

Describe ongoing services that will be provided, if any.

If project includes rehabilitation, are any new housing-units created?

Describe how the project is related to the Market Study.

Summarize the development milestones made to date.

Describe the challenges to the project development that have been encountered so far and if they have they been overcome. If so, how?

Summarize major development milestones that need to be accomplished prior to expending funds.

What foreseeable obstacles may prevent you from expending the funds in a timely manner?

Describe how this HTF project will be administered in a manner that provides housing that is suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d–2000d–4), the Fair Housing Act (42 U.S.C. 3601 *et seq.*, E.O. 11063, 3 CFR, 1959–1963 Comp., p. 652) and HUD regulations issued pursuant thereto; and promotes greater choice of housing opportunities.

For new construction of rental housing or new rental housing using Project Based Vouchers (PBV), in carrying out the site and neighborhood requirements with respect to new construction of rental housing, provide narrative on how the proposed site for new construction meets the requirements in 24 CFR 983.57(e)(2).

#### **(4) Project Timeline**

Provide assurances that construction can reasonably be expected to start within 12 months of the agreement date with the MOA.

MOA and the successful applicant(s) must have an executed agreement by November 1, 2020 for 2019 HTF funds.

All 2019 HTF funds must be expended by August 26, 2024.

Projects must have initial disbursement of funds within 12 months after setup in the HUD IDIS database.

Remaining HTF funds will be reduced or recaptured.

#### **(5) Acceptable Assurances**

Provide acceptable assurances that applicant will comply with the requirements of the HTF program during the entire period that begins upon selection of the recipient to receive HTF funds, and ending upon the conclusion of all HTF-

funded activities at the end of the 30-year affordability period. Provide a schedule of actions for carrying out the activities, consisting of schedules, timetables, and milestones. Provide a management plan that assigns responsibilities which in MOA's opinion adequately demonstrates the ability of the applicant to manage the proposed project.

**(6) Financial Capacity**

Demonstrate the ability and financial capacity of applicant to undertake, comply, and manage the eligible activity.

**(7) Financial Statements**

Non-Profit Organizations: Most recent audited or unaudited financial statements.

**(8) Project Financial Feasibility**

Provide evidence demonstrating the financial feasibility of the proposed project. Both development feasibility (i.e., sources of development funds equal development costs) and operational feasibility (project revenue + other operating subsidies, if any, exceed in an acceptable amount the projects operating expenses and debt service requirements) must be evident.

All applicable worksheets in the workbook must be completed.

Customized workbooks of the application and/or unapproved (by MOA) modifications to the MOA workbook will not be accepted.

Minimally, this evidence should include:

- i. Provide detailed scope write-ups in accordance with 2 CFR 200, detailed cost estimates and narratives. Follow the MOA Policies and Procedures. If rehabilitation is proposed, a comprehensive property-inspection report in accordance with 24 CFR 93.301 to include health and safety; major systems; lead-based paint; accessibility; disaster mitigation; State and local codes, ordinances, and zoning requirements; Uniform Physical Condition Standards; capital needs assessments; and broadband infrastructure. Provide acceptable assurances using cash-flow analysis and narratives that applicant has adequate cash-flow for the duration of the project development period.
- ii. Data which supports estimated project-revenue (rent levels), vacancy rates, operating expenses, and debt carrying capability. If the proposal is an expansion of a prior development phase owned and/or operated by the sponsor (or related party), operating expense data (audited if available, unaudited if no audited financial area available) for the earlier and/or adjacent development(s) should be provided in the application.
- iii. Support for the reliability of other proposed project funding sources have been confirmed, i.e. letters of funding commitment, preliminary loan-

review, evidence of application for other funding sources, etc.

- iv. If applying for low-income housing tax-credits (LIHTCs), applicants must provide letters of interest from potential investors in their projects. These letters of interest must identify the following:
  - The amount of credit the investor is willing to purchase for the applicant's project;
  - The price-per-credit the investor anticipates offering for credits awarded to the project;
  - For the purpose of the subsidy layer review process, the credit price used by MOA to size the LIHTC award will not exceed the highest credit price documented by the letters of interest; and
  - MOA reserves the right to use the documented credit price it determines most reasonable for the proposal, or averages of the documented credit prices, during the subsidy layer review process.
- v. Reasonable assurances that the project can be successfully implemented within the proposed time frame.

**(9) Other Funding**

Provide documentation that all funding sources have been confirmed and/or substantiated by written documentation. Written documentation may include award letters, offer letters, final term sheets, or other commitments which are conditioned upon receipt of the HTF funds. LIHTC applicants must have received a reservation from the Housing Credit Allocator and be able to provide a good faith offer of equity investment from an investor.

**(10) Program income**

Program income is to be remitted to Alaska Housing Finance Corporation.

**(11) Market Analysis**

All project proposals must have a completed and comprehensive Market Analysis documenting the demand and need for the proposed units. The analysis must include an assessment of the current market demand in the neighborhood in which the project will be located, the experience of the applicant, the financial capacity of the applicant, and firm written financial commitments for the project.

At the minimum, the analysis shall address the following issues.

- i. Evaluate general demographic, economic, and housing conditions in the community.
- ii. Delineate the market area by identifying the geographic area from which the majority of a project's tenants are likely to come.

- iii. Quantify the pool of eligible tenants in terms of household size, age, income, and other relevant factors.
- iv. Analyze the competition by evaluating other housing opportunities with an emphasis on other affordable rental developments opportunities in the market area.
- v. Assess the market for the planned units and determine if there is sufficient demand to rent the HTF-assisted housing within 18 months of construction completion.
- vi. Evaluate the effective demand and the capture rate, usually expressed as a percentage (the project's units divided by the applicant pool). The capture rate is the percentage of likely eligible and interested households living nearby who will rent the units in the proposed project in order to fully occupy it.
- vii. Estimate the absorption period. Plan how many units can be successfully leased each month and how long it will take to achieve initial occupancy of the HTF units and stabilized occupancy for the project as a whole.

Independent or third-party studies are acceptable if they meet the standards above. Independent or third-party studies are not required, or may not be practical or cost effective for smaller projects. Program criteria may make simplified or in-house market assessment more appropriate. Assessments for projects serving special needs can often be completed using primary data from service providers whose existing client base will form the primary pool of potential tenants.

It is allowable in small projects, 1-4 units, with specifically targeted clients in a pre-approved pool, for the applicant to describe its marketing procedures. The description must ensure all units will be rented within 18 months of the completion of construction.

## **(12) Units**

- i. For all projects with 5 or more units provide documentation that a minimum of 5% of the total unit count (fractional units rounded up), specifically equipped for persons with physical disabilities. All projects with 5 or more units must provide a minimum of 2% of the total unit count (fractional units rounded up), equipped for persons with sensory impairments. Separate units must satisfy these threshold conditions. Consequently, in a six-unit project at least one unit will need to be equipped for physical disabilities and a separate unit will also need to be equipped for persons with sensory impairments.
- ii. Provide documentation that all units will be constructed or rehabilitated to the applicable standard as required by the specific program under which funds are requested and must meet the requirements of the funding

program and any of the following applicable laws:

1. Americans with Disabilities Act
2. U.S. Fair Housing Amendments Act of 1989
3. Alaska Statute AS 18.80.240
4. Local Government Ordinances
5. HTF assisted projects that are rehabilitated must comply with the rehabilitation standards noted for the HOME Investment Partnership program.

iii. Provide documentation that the project will exclusively use certified Energy Star appliances.

iv. Provide documentation that all medicine cabinets in the project must include locking mechanisms.

v. For projects with units accessible through common hallways provide documentation that units will have secured entryways.

vi. Provide documentation that all projects targeting families with children must have a recreation area on-site for children which is designed and equipped with age appropriate equipment. The play area and its associated access route(s) must be compliant with the Americans with Disabilities Act.

### **(13) Capital Needs Assessment**

Provide a Capital Needs Assessment for all new construction and/or rehabilitation projects. Provide an assessment of the long-term physical needs of the project including all capital assets. In undertaking a Capital Needs Assessment, first identify the useful life of each asset. Then, calculate the payment stream necessary to replace each asset using the time-value of money. The applicant must insure the useful life of the project will exceed the compliance period for the project.

### **(14) Familiarity**

Demonstrate applicant familiarity with the requirements of other Federal, State, or local housing programs that may be used in conjunction with HTF funds to ensure compliance with all applicable requirements and regulations of such programs.

### **(15) Experience and Capacity**

The Applicant shall have under contract all team members (A&E, attorneys, general contractor, etc.) necessary to undertake the project prior to submitting the application. Provide information demonstrating experience and capacity of applicant to conduct an eligible HTF activity as evidenced by its ability to own, construct or rehabilitate, manage, and operate an affordable multifamily rental housing development.

Provide company history for the development entity and property management entity. Resumes for the following will be required to determine whether or not the property management firm passes the experience threshold.

Resumes Required for:

- i. Property Management firm's key staff
- ii. Programmatic operations team participants

Provide a list of all projects which have been developed in the State of Alaska by the applicant or developer. Include location, # of units, year developed and project status. Provide a brief narrative statement describing the experience the development team has in developing similar projects. Address both the organizational experience and the experience of specific individuals who will be involved in this project.

Provide a summary of the property management plan and the team's experience in managing similar projects. Indicate if team members are paid staff, hired consultants, or volunteers.

Provide a list of any other similar projects that are or will be ongoing during the timeframe of this project. Demonstrate how both projects can be undertaken with current resources.

Describe any past monitoring findings and their resolutions.

#### **(16) Debarment**

Provide printouts from [www.sam.gov](http://www.sam.gov) for the applicant and all team members of the applicant. Printouts must be provided for all contractors and sub-contractors.

#### **(17) Legal Organizational Status**

Provide evidence of legal organizational status, i.e., non-profit designation letter from the Internal Revenue Service (non-profits and municipalities) or authorizing legislation (Regional Housing Authorities).

#### **(18) Site Control**

Provide evidence of site control for non-acquisition projects at the time of application for funding, and that site control is maintained until the environmental review is completed.

Applicants for HTF funds must provide evidence of site control that is consistent with Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. Specifically, the site control for a HTF funded project must evidence the appropriate notices regarding voluntary sale terms and the fair market value of the property being sold.

**(19) Displacement and Relocation Assistance Plan**

Provide an Anti-Displacement and Relocation Assistance Plan for all applications which propose to undertake an activity which will involve acquisition or rehabilitation of a property occupied by a “person” other than the owner of that property (i.e., tenant, [including an individual, business or non-profit organization]). Provide copies of all tenant notifications, evidence of tenant notification (such as return receipt or other signature of delivery and receipt by tenant) and copy of tenant roll (as applicable).

**(20) Affirmative Marketing Plan**

Provide a copy of the affirmative marketing plan for the project. Applicant will be required to adopt and follow the affirmative marketing procedures and requirements. The Affirmative Marketing Plan shall include the following:

- i. Methods for informing the public, owners, and potential tenants about Federal fair housing laws and the grantee’s affirmative marketing policy (e.g., the use of the Equal Housing Opportunity logotype or slogan in press releases and solicitations for owners, and written communication to fair housing and other groups);
- ii. Requirements and practices the grantee and owner must adhere to in order to carry out the Applicant’s affirmative marketing procedures and requirements (e.g., use of commercial media, use of community contacts, use of the Equal Housing Opportunity logo- type or slogan, and display of fair housing poster);
- iii. Procedures to be used by the Applicant to inform and solicit applications from persons in the housing market area who are not likely to apply for the rental housing without special outreach (e.g., through the use of community organizations, places of worship, employment centers, fair housing groups, or housing counseling agencies);
- iv. Records that will be kept describing actions taken by the applicant to affirmatively market rental housing units and records to assess the results of these actions; and
- v. The MOA will annually assess the success of affirmative marketing actions of the applicant and take corrective actions where affirmative marketing requirements are not met up to and including payback.

**(21) Utilities**

If any utilities other than telephone will be paid directly by the tenant, attach the utility allowance you will use to determine the amount of rent the tenant will pay and list all tenant paid utilities.

**c. A description of the criteria that the MOA will use to select applications submitted by eligible recipients.**

## Scoring the Evaluation Criteria

Below are the methodologies utilized in scoring the criteria. If a criterion is not discussed, then it will receive either all or none of the points available.

Some criteria will be scored using a mathematical formula. For example, under Project Description, the first criterion is “Target Clientele - percent of project 30% or less”. This will be a straight mathematical formula where the number of households at 30% or less than the median income is divided by the total number of households. The product will be multiplied by the total points available. This methodology will be used for the following criteria.

- Project Description, Target Clientele - percent of project 30% or less
- Project Review, Percentage of Sources Committed
- Leverage, Percent to HTF funds

Other criteria are subjectively scored. Each evaluator will employ a rating scale of 0 to 100% by 10% increments, to which the total available points will be multiplied and carried to 2 decimal points. For example, under Organizational Capacity, the Development Team has a total available score of 10 points. If a reviewer rated the criterion as earning 90%, the points earned would be  $.9 \times 10 = 9$  points. The following criteria will be subjectively scored.

- Market Assessment of the Demand in the Neighborhood
- Project Description, Supporting Housing Services
- Organizational Capacity, Development Team
- Organizational Capacity, Similar Completed Projects
- Organizational Capacity, Project Management Team
- Organizational Capacity, Property Management Team
- Organizational Capacity, Organizational Financial Capacity
- Project Review, (All)

Lastly, Leverage criterion will compare the amount of HTF leverage (as determined by Municipal staff) among the proposals. The proposal offering the most leverage will receive the full 10 points. The proposal with the next highest amount of leverage will receive 8 points, and so on.

## Evaluation Summary

Criteria	Sub-Criteria	Available	
<b>Project Type - Select 1, 5 Pt. Max</b>	New Construction/Rehab - Creating New Units	5	
	Rehabilitation of Existing Units	1	
<b>Project Description - 15 Pt. Max</b>	Target Clientele - percent of project 30% or less	5	
	Target Tenants - homeless or at-risk families	3	
	Supported by Market Assessment	2	
	Project based rental assistance (percent of units)	5	
<b>Unit Info. - 10 Pt. Max</b>	Units with bedrooms (1 or more)	1	
	Furnished	1	
	In Unit Kitchen Design	1	
	In Unit Laundry	1	
	Accessibility Beyond Required	1	
	Comparability to Market Units	1	
	Broadband/WiFi	1	
	Nonresidential Amenities	1	
	Parking Includes Accessibility to Block-Heater Plugs	1	
	Cable Paid by Landlord	1	
	<b>Market Assessment - 10 Pt. Max</b>	Strength of rental market in neighborhood	5
		Location of units	5
<b>Organizational Capacity - 25 Pt. Max</b>	Development Team	10	
	Similar Completed Projects	3	
	Project Management Team	5	
	Property Management Team	5	
	Organizational Financial Capacity	2	
	Similar Ongoing Projects	-3	
	Monitoring Findings In Past 5 Years	-3	
<b>Project Timeline - 10 Pt. Max</b>		10	
<b>Project Review - 55 Pt. Max</b>	Construction/Rehab costs	10	
	Development cash flow	10	
	Development costs	5	
	Sources	5	

	Replacement schedule	5
	Income and expense	5
	Rent-up reserves	5
	Cash flow	10
	HTF funds percentage of project	5
<b>Leverage - 10 Pt. Max</b>	Percent of non-federal funding sources	10
<b>Relocation - No Tenants Within Last 9 Months 10 Pt. Max</b>		10
<b>Total Points</b>		<b>150</b>

**d. A description of the MOA's required priority for funding based on geographic distribution, which is a description of the geographic areas of the State (including areas of low- income and minority concentration) in which the MOA will direct assistance during the ensuring program year.**

The MOA has designated the entire city as the target area. This allows low-income households to live in any neighborhood and still be eligible to receive assistance from programs based on income. The MOA will not prioritize the allocating of investments geographically as there is a great need for all programs citywide. To do so would prohibit individuals or families from participation in housing or programs based on where they reside.

**e. A description of the MOA's required priority for funding based on the applicant's ability to obligate HTF funds and undertake eligible activities in a timely manner.**

The largest amount of points available are for organizational capacity (25 points) and project review (55 points). There are also 10 points available based on the project timeline. These three items will be used to determine the applicant's ability to obligate HTF funds and undertake eligible activities in a timely manner.

**f. A description of the MOA's required priority for funding based on the extent to which rents for units in the rental project are affordable to extremely low-income families.**

HTF funds will be made available through a special RFP. Proposals using HTF funds with project based rental assistance will receive scoring priority over proposals using HTF funds that do not include project based rental assistance.

**g. A description of the MOA's required priority for funding based on the financial feasibility of the project beyond the required 30-year period.**

The MOA does not have any priorities for funding based on the financial feasibility of the project beyond the required 30-year period.

**h. A description of the MOA's required priority for funding based on the merits of the application in meeting the priority housing needs of the jurisdiction (such as housing that**

is accessible to transit or employment centers, housing that includes green building and sustainable development features, or housing that serves special needs populations).

The merits of the application in meeting the MOA's priority housing needs are rental housing projects that:

- (i) Creation of new units, either new construction or rehabilitation;
- (ii) Have units that provide better amenities;
- (iii) Target clientele whose income does not exceed 30% of the area median income, adjusted for family size;
- (iv) Target tenants that are homeless or at-risk families.

**i. A description of the MOA's required priority for funding based on the location of existing affordable housing.**

The MOA does not have any priorities for funding based on the location of existing affordable housing.

**j. A description of the MOA's required priority based on the extent to which the application makes use of non-federal funding sources.**

The MOA has allocated 10 points for projects that use non-federal funds.

**2. The MOA's application requires the applicant to include a description of the eligible activities to be conducted with HTF funds.**

**3. The MOA's application requires that each eligible recipient certify that housing units assisted with HTF funds will comply with HTF requirements.**

**4. Performance Goals and Benchmarks.** The MOA **has met** the requirement to provide for performance goals, consistent with the MOA's goals established under 24 CFR 91.215(b)(2), by including HTF in its housing goals in the housing table on the SP-45 Goals and AP-20 Annual Goals and Objectives screens.

**5. Rehabilitation Standards.** The MOA must establish rehabilitation standards for all HTF-assisted housing rehabilitation activities that set forth the requirements that the housing must meet upon project completion. The MOA's description of its standards must be in sufficient detail to determine the required rehabilitation work including methods and materials. The standards may refer to applicable codes or they may establish requirements that exceed the minimum requirements of the codes. The MOA **has attached** its rehabilitation standards below.

In addition, the rehabilitation standards must address each of the following: health and safety; major systems; lead-based paint; accessibility; disaster mitigation (where relevant); state and local codes, ordinances, and zoning requirements; Uniform Physical Condition Standards; and Capital Needs Assessments (if applicable).

**6. Resale or Recapture Guidelines.** Below, the MOA must enter (or attach) a description of the guidelines that will be used for resale or recapture of HTF funds when used to assist first-time homebuyers. The MOA **will not** use HTF funds to assist first-time homebuyers.

**7. HTF Affordable Homeownership Limits.** If the MOA intends to use HTF funds for homebuyer assistance and does not use the HTF affordable homeownership limits for the area provided by HUD, it must determine 95 percent of the median area purchase price and set forth the information in accordance with §93.305. The MOA **will not** use HTF funds to assist first-time homebuyers.

**8. Limited Beneficiaries or Preferences.** Describe how the MOA will limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population to serve unmet needs identified in its consolidated plan or annual action plan. The MOA **will not** limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population.

Any limitation or preference must not violate nondiscrimination requirements in § 93.350, and the MOA must not limit or give preferences to students. The MOA may permit rental housing owners to limit tenants or give a preference in accordance with § 93.303 only if such limitation or preference is described in the action plan.

**9. Refinancing of Existing Debt.** Enter or attach the MOA's refinancing guidelines below. The guidelines describe the conditions under which the jurisdiction will refinance existing rental housing project debt. The MOA's refinancing guidelines must, at minimum, demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing. The MOA **will not** refinance existing debt.

## Appendix A - Municipality of Anchorage (Municipality) Citizen Participation Plan

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The Municipality must develop and follow a Citizen Participation Plan to receive federal funds for the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Solutions Grant (ESG) and National Housing Trust Fund Grant (HTF) programs. The Citizen Participation Plan (CPP) covers the five-year Consolidated Plan (Con Plan), the Assessment of Fair Housing (AFH) as part of the Con Plan, each subsequent Annual Action Plan (AP), each year's Consolidated Annual Performance and Evaluation Report (CAPER), and any amendments to the Plans.

### 1. Purpose

This Citizen Participation Plan sets forth the policies and procedures for citizen participation in Anchorage's Con Plan process. The Municipality is responsible for the citizen participation process.

This Citizen Participation Plan encourages citizens to participate in the Con Plan process from the beginning. It outlines the procedures for community approval of the Con Plan, for addressing concerns and complaints, and for making amendments to the plan after approval.

### 2. Opportunities

The Municipality urges citizens to voice their concerns and share their ideas concerning CDBG, HOME, ESG and HTF program funds. It welcomes comments and suggestions regarding the CPP, Con Plan, AFH, APs, and CAPERs.

To encourage citizen participation, the Municipality will undertake the following activities each year.

- Hold at least four public hearings at different times during the program year;
- Offer public comment periods for the draft versions of the Con Plan, AFH, APs, and CAPERs;
- Consult with various groups to review needs, strategies, actions, projects, and performance;
- As soon as practical after HUD makes AFH-related data available to the Municipality, the Municipality will make such information and any other supplemental information the Municipality plans to incorporate into the AFH available to the public, public agencies, and other interested parties (24 CFR 91.105(b)(1)(i));
- Distribute notice of availability of copies of the draft Con Plan, AFH, APs, and CAPERs to the Housing, Homeless and Neighborhood Development Commission, Anchorage Coalition to End Homelessness (Continuum of Care), Federation of Community Councils, Alaska Housing Finance Corporation, other public and private

agencies that provide assisted housing, health services, and social and fair housing services, Municipal residents, and other groups as appropriate and upon request; and

- Provide the public with notice of citizen participation opportunities through email distribution lists kept for this purpose, and announcement of public hearing dates through newspaper publication a minimum of one week before date of public hearing. Related information will be posted on the Municipal website.

### **3. Public Hearings and Meetings**

The Municipality will hold at least two public hearings per year to obtain public comments on needs, strategies, actions, projects, and performance. If a need exists and resources permit, the Municipality will include other public meetings in addition to the hearings. The Municipality will hold public hearings and provide opportunities for public comment. To encourage the participation of public housing residents, the Municipality will try to hold one public meeting in a public housing community or in a place convenient to one or more public housing communities.

The Municipality will hold hearings covered by this Citizen Participation Plan at times and locations convenient to potential and actual beneficiaries, and with accommodation for persons with disabilities (24 CFR 91.105(f)). The Municipal Assembly may hold additional public hearings to approve plans and substantial amendments, appropriate grants, and allocate and award grant funds.

When the Municipality is concerned about significant public health risks that may result from holding in-person public hearings, the Municipality may undertake a virtual public hearing (alone, or in concert with an in-person hearing) and allow questions in real time, with answers coming directly from the Municipality to all “attendees”. As with an in-person hearing, the Municipality will provide accessibility for persons with disabilities and Limited English Proficiency to participate.

The ESG-CV funds require no consultation and citizen participation; however, the Municipality will publish how the allocation has or will be used on the appropriate Municipal web page. The Municipality will publish the ESG-CV allocations on the Anchorage Health Department, Community and Safety Development web page before funds are awarded. The CDBG-CV required public comment period is reduced to not less than 5 days and the public hearing may be virtual.

#### **Public Hearing #1—Proposed Needs, Strategies, and Projects**

The Municipality will hold the first public hearing each year to obtain citizens’ views and to respond to proposals and questions. It will be held before the 30-day public comment period begins for the Con Plan, AFH and an AP (24 CFR 91.105(e)(iii)). The public hearing will contain a discussion of the following items:

- The amount of assistance the Municipality expects to receive in the coming program year for the CDBG, HOME, ESG and HTF programs, including Program Income.

- The range of activities that the Municipality may undertake, including the estimated amount that will benefit low- and moderate-income persons.
- Address the proposed strategies and actions for affirmatively furthering fair housing consistent with AFH.
- The priority needs in the Con Plan.
- The five-year strategies in the Con Plan designed to address those needs.
- A discussion of the programs and activities necessary in the upcoming program year to carry out those strategies.

### **Public Hearing #2—Annual Action Plan or 5-Year Con Plan**

The Municipality will hold the second public hearing each year to obtain citizens’ views and comments on the draft AP or five-year Con Plan. This public hearing will be held during the 30 day public comment period.

### **Public Hearing #3— Annual Action Plan or 5-Year Con Plan**

The third public hearing of each year will be conducted at the Municipal Assembly during the official approval of the AP or five-year Con Plan; this meeting occurs after the 30-day comment period on the draft has ended.

### **Public Hearing #4— Consolidated Annual Performance and Evaluation Report (CAPER)**

The Municipality will hold the fourth public hearing no later than one week before the CAPER is due to HUD.

## **4. Public Comment Period**

To provide Anchorage’s residents with maximum feasible input into the Con Plan, AFH, APs and CAPERs, the Municipality provides the following public comment periods:

- Citizens may comment on the draft Con Plan, AFH, APs and substantial amendments for 30 days from the publication date.
- Citizens may comment on draft CAPERs for 15 days from the publication date.

To make comments on these documents, citizens may send written comments to the address under “Contact Information”; send an email to email address under “Contact Information”; or attend the public meetings and hearings described above. The participation of all citizens is encouraged and reasonable accommodation will be made for those persons with disabilities who need auxiliary aids, services, or special modifications and non-English speaking persons.

The Municipality will include a summary of citizen comments regarding each document and a summary of any comments not accepted (and the reasons why particular comments were not accepted). Public comments are any oral or written testimony provided at any public hearings, or any written testimony provided during the citizen comment period.

## **5. Consultation Activities**

The Municipality will consult with other groups as appropriate, including but not limited to the Anchorage Coalition to End Homelessness (the Continuum of Care), Federation of Community Councils, community councils, and social service agencies. For the AFH, the Municipality will consult with other public and private agencies that provide assisted housing, health services, and social services, including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, organizations that represent protected class members and organizations that enforce fair housing laws (24 CFR 91.100(a)(1). Additionally, the Municipality will consult with the Alaska Housing Finance Corporation regarding public housing agency needs, comprehensive grant program activities, neighborhood improvement programs, and resident programs and services (24 CFR 91.100(c)(1).

These groups may provide comments on the draft Con Plan, AFH and APs, including needs and proposed strategies, actions, projects, and substantial amendments.

## **6. Distribution of Draft Documents**

The Municipality will make the Con Plan, AFH, APs and CAPER available in both print and electronic versions as requested. Draft plans and reports will be posted on the Municipality website. The Municipality will also make these documents available in a format accessible to persons with disabilities or non-English speaking persons upon request.

## **7. Notification of Public Participation Opportunities**

The Municipality will provide citizens with reasonable opportunities for comment on the Con Plan, AFH, APs and CAPERs. The Municipality will place a public notice concerning the availability of these documents in one newspaper of general circulation. Citizens may send a request to Community Safety and Development to be added to the email distribution list.

The Municipality may also provide notice in a variety of additional ways that include the following:

- Notice may also be sent out by email;
- Electronic notification via facsimile;
- Direct mailing;
- Posting of notices on bulletin boards, public counters, and flyers in public agencies and community facilities; and
- Posting on the Municipality's website.

## **8. Amendments to the Consolidated Plan and Annual Action Plans**

Con Plan regulations (24 CFR 91.505) indicate that the Anchorage Housing and Community Development Plan (including the Con Plan, AFH and APs) may be changed in two ways after it is adopted by the Municipality and approved by HUD. The process used depends upon whether the change will be a non-substantive, or a substantial amendment.

The Municipality must amend its approved Con Plan, AFH or APs before it may make any of the following changes.

- A change in the allocation priorities or a change in the method of distributing funds.
- The addition of a new activity, using CDBG, HOME, ESG and HTF funds (including Program Income), not previously described in an AP.
- A change in the purpose, scope, location, or beneficiaries of an activity previously approved in an AP.
- The material change(s) in circumstances in Anchorage that affects the information on which the AFH is based, to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the AFH no longer reflect actual circumstances (24 CFR 91.105(c)(ii)) and (24 CFR 5.164).

The Municipality will make the amendment public and will notify HUD about the amendment. The Municipality will ensure that all amendments are contained in the CAPER submitted to HUD after the end of the program year. The Municipality reserves the right to make non-substantive changes to the Con Plan, AFH or an AP without opening a public comment period.

#### **Non-Substantial Amendments**

A non-substantial amendment includes any changes to an AFH or AP not considered a substantial amendment.

#### **Substantial Amendments**

Con Plan, AFH and AP regulations consider certain amendments to be substantial amendments that require a public comment period and additional citizen participation. A substantial amendment would be triggered by any of the following activities.

- Changes in the use of CDBG funds from one HUD, CDBG eligible activity to another (24 CFR 91.05(c)(1)). Budget increases or decreases, by themselves, do not constitute a substantial amendment.
- Any new project not previously included in the Con Plan or an AP.
- A change in project location if the project moves outside of previously identified geographical boundaries or results in a different service area.
- The target population benefiting from an activity or project changes from the previously identified target population.
- An increase or reduction in the amount budgeted for a project or activity by more than 50% of the original budget or by more than \$100,000, whichever is greater.
- The material change(s) in circumstances in Anchorage that affects the information on which the AFH is based, to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the AFH no longer reflect actual circumstances (24 CFR 91.105(c)(ii)) and (24 CFR 5.164).

## **Public Participation and Approval Process for Substantial Amendments**

If the Municipality should need to make a substantial amendment to its approved Con Plan, AFH or AP, it will follow the public participation and approval process below, which is substantially like that for an AP.

### **Notification of Substantial Amendment**

The Municipality will notify the community of any proposed substantial amendment that is available for comment. Notification will be provided, at a minimum, by placing a public notice in one newspaper of general circulation and by distributing the notice to interested parties through Community Safety and Development's email distribution list. Interested parties may be added to the email distribution list by sending an email request to Community Safety and Development.

### **Public Comment Period of Substantial Amendment**

The public will be invited to comment on the proposed substantial amendment for a minimum of 30 days. During the public comment period, the Municipality will hold at least one public hearing to allow the public to make comments in person. Comments will also be accepted in writing during the public comment period.

### **Consultations**

Depending on the nature of the amendment, the public participation process may also include consultation with other organizations.

### **Comments Considered**

The Municipality will consider any comments received in writing or at the public hearing. It will make any appropriate changes to the amendment in response to the comments and consultation(s) and attach a summary of these comments along with a summary of the Municipality's response to them, to the substantial amendment.

### **Final Approval**

The substantial amendment will be submitted to the Municipal Assembly for approval.

## **9. Obtaining Citizen Comments**

The Municipality will summarize oral comments from public hearings and any written comments it receives concerning the Con Plan, AFH, APs or CAPER. The Municipality will consider all comments received during the public comment period, make any appropriate changes to the subject document in response to the comments, and attach a summary of the comments, along with a summary of the Municipality's response to them, to the document. Members of the public may obtain copies of the full version of written or public hearing comments by contacting Community Safety and Development.

## **10. Outreach to Persons with Disabilities and Non-English-Speaking People**

To provide full access to programs under the Con Plan, AFH, APs or CAPERs for non-English speaking persons (24 CFR 91.105(a)(4)), the Municipality may undertake the following actions:

- Communicate with organizations serving various ethnic groups to insure adequate involvement with this community;
- Disseminate program materials and public hearing notices to nonprofit organizations serving the Municipality's culturally diverse population;
- Publish notices of public hearings, information availability, and citizen meetings for the proposed Con Plan and any substantial amendments in non-English publications available within the Anchorage community; and
- Provide interpreters (if available) at public hearings when the Municipality expects a significant number of non-English speaking residents to attend, or upon request.

To provide full access to programs under the Con Plan, AFH, APs or CAPERs for persons with disabilities, the Municipality will undertake one or more of the following actions:

- Select only sites for public hearings that are accessible for persons with physical disabilities;
- Provide a verbal summary or recorded summary of the Con Plan to persons with visual impairments;
- Provide sign-language interpreters or written translation at public hearings when the Municipality expects a significant number of people with hearing loss to attend, or upon request; and
- Conduct outreach to community organizations that represent persons with disabilities as part of the Con Plan process.

Non-English-speaking residents, persons with a hearing impairment, sight-impaired and blind individuals, and other persons with physical disabilities and special needs may call, write, fax, in person, or send an email to Community Safety and Development; PO Box 196650, Anchorage, AK 99519-6650 (mail); (907) 343-4881 (telephone); (907) 343-6831 (fax); [James.Boehm@anchorageak.gov](mailto:James.Boehm@anchorageak.gov) (email); or (907) 343-4468 (TTY/TDD).

## **11. Public Information and Access to Records**

Citizens, public agencies, and other interested parties may review information and records relating to the Con Plan. The Municipality will provide public access to information about the HUD programs under its Con Plan, including the following documents that the Municipality maintains on file.

- Federal Laws: Summary of the Housing and Community Development Act of 1977; Title I of the Housing and Community Development Act of 1974, as amended: The National Affordable Housing Act (as amended)
- Federal Regulations: CDBG, HOME, ESG and HTF Program regulations; related issuances and provisions (i.e. Uniform Relocation Assistance)
- Con Plan, Assessment of Fair Housing, APs and Consolidated Annual Performance and Evaluation Reports

- Information about the Municipality’s CDBG, HOME, ESG and HTF programs
- Anchorage’s Citizen Participation Plan for 2018–2022
- The Municipality’s HUD information: grant agreements, audit records, evaluation reports, approval letters, and related correspondence
- The Municipality’s public meeting records: public meetings, informal meetings with civic and neighborhood groups, and related notifications pertaining to programs under the Con Plan

Individuals may access many of these documents at no cost by the Internet at the Municipality’s website <http://www.muni.org/Departments/health/PHIP/CSD/Pages/Default.aspx>, at Community Safety and Development’s office, Municipal libraries, or by contacting Community Safety and Development staff. Many federal documents may be accessed at [www.hudclips.org](http://www.hudclips.org).

To locate records and arrange space for viewing, the Municipality requests written notice a minimum of 2 days before review. Review of records that are at least 2 years old will require a 5-day notice. Requests for multiple copies of the same documents may be subject to a per page copying charge that will not exceed the copying charge to the Municipality.

## **12. Technical Assistance**

Upon request, the Municipality may provide technical assistance to neighborhood groups, nonprofit organizations, and other organizations representative of low- and moderate-income people who wish to develop proposals for funding assistance under any programs covered by the Con Plan. The Municipality will determine the level and type of technical assistance on a case-by-case basis.

Additionally, Municipal staff will work with organizations funded under an AP to ensure that funds are being spent for their intended purpose and within the rules and regulations of the federal government.

## **13. Complaints**

Municipal Code Title 7 – Purchasing and Contracts and Professional Services governs the submission of complaints regarding the competitive award of funding. Residents should file such complaints with the Municipal Purchasing Department according to procedures described in procurement documents.

Citizens should submit all other complaints to the Municipality, which will provide a substantive written response to every written citizen complaint related to the Citizen Participation Plan, the Con Plan, AFH, APs, substantial amendments to APs and CAPERs within 15 working days (24 CFR 91.105(j)). Send formal complaints to address under “Contact Information”.

Complaints  
Municipality of Anchorage  
Anchorage Health Department

Human Services Division  
Community Safety and Development  
P.O. Box 196650  
Anchorage, Alaska 99519–6650

Such substantive complaints must address the following issues (specified in HUD regulations).

- The Municipality’s description of needs and objectives in its Con Plan is plainly inconsistent with available facts and data.
- The Municipality’s proposed activities are plainly inappropriate in meeting the needs and objectives identified by the Municipality.
- The Municipality’s application does not comply with HUD requirements regulating programs under the Con Plan or other applicable laws.
- The Municipality’s application proposes activities that are otherwise ineligible as specified in applicable HUD regulations.

The Municipality will attach a summary of citizen comments and complaints and a summary of any comments not accepted (and the reasons why the Municipality did not accept them) to the final Con Plan, AFH, APs, CAPERs, or substantial amendment.

#### **Contact Information**

Municipality of Anchorage  
Anchorage Health Department  
Human Services Division  
Community Safety and Development (CSD)  
825 L Street, Room 506  
Anchorage, AK 99501  
Mail: P.O. Box 196650  
Anchorage, Alaska 99519-6650  
Phone: 907-343-4881  
FAX: 907- 249-7858  
E-mail: [Karen.Bell@anchorageak.gov](mailto:Karen.Bell@anchorageak.gov)

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## Appendix B - Public Comments

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### **Public Hearing on Draft 2019 Action Plan – September 5, 2018**

Municipality of Anchorage  
Anchorage Health Department  
825 L Street  
4<sup>th</sup> Floor Conference Room #423

**S J Klein, Fairview Community Council** – On behalf of myself and the Fairview Community Council I submit the following comments:

The Fairview Community Council opposes any use of 2019 Action Plan funds that would increase the number of beds for homeless or chronic inebriates in North Fairview or East Downtown. The Municipality's response to homelessness has been to send them to the Brother Francis campus, which is unable to handle the additional load. Increasing the number of beds or facilities in that area further concentrates Anchorage's homeless problem, which creates a number of problems to which people in need of services are now forced to subject themselves. We support a more distributed approach to emergency housing.

To that end, the Council believes an appropriate use of 2019 Action plan funds would be to increase public safety in North Fairview and East Downtown. The Municipality ran a pilot program last winter using police and EMS to address the congregation of homeless that had formed around the Brother Francis Campus, and the results were striking. Patrons of the campus were allowed to utilize those services without being exposed to drinking, drug dealing, solicitations for sex, illegal camping, or any of the inducements to bad behavior that have sprung back up since the pilot program ended. We are doing our population that is most in need grievous harm when we subject them to these problems just to get help and basic shelter. We would like to see funding for any program that would increase police and EMS in the area included in the 2019 Action Plan.

Finally, it is my belief that housing in Anchorage is going to require more than a public investment in facilities to fix. I would like to see a portion of Action Plan funds spent by the city to find ways to reduce barriers to the construction of private, market-rate housing. If we can reduce the cost to build housing, more housing will become available at lower cost, which would decrease pressure on the lower end of the market. This would do more for those most at risk of homelessness than all the public investment in new structures to provide housing. I believe budget for the planning department to develop ways to reduce barriers to housing would be money well spent.

Thank you for the opportunity to comment.

---S

**Elizabeth Milliken, Acting Development and Communications Manager, Rural Alaska Community Action Program (RurAL CAP)** - e-mailed the following comments: RurAL CAP has been administering the Mobile Home Repair Program since May 2014 and to date has completed over 60 projects.

The program has been a great success with the focus being on extending the life expectancy of this affordable and necessary housing stock. The bulk of improvements being made are on the exterior shell of the structures to control water infiltration and to minimize damage caused by water infiltration.

Typical improvements include:

- Roof replacements
- Insulated skirting replacement
- Replacement of substandard windows & exterior doors
- Repair of damaged exterior wall components
- Controlling water with gutters & flashings
- Other components that are addressed are:
  - Substandard or dangerous furnaces & water heaters
  - Ventilation to improve indoor air quality
  - C.O. detectors & Smoke Alarms

Education of clients on continued maintenance and any health & safety concerns

Continued need for this program is demonstrated by the consistent amount of applications requested and received. RurAL CAP maintains an active wait list of potential projects given the demand consistently outweighs availability.

Clients have expressed great appreciation for this program and the improvements that allow them to continue to live in affordable housing for the foreseeable future by extending the life expectancy of the mobile home housing stock.

RurAL CAP strongly supports continued funding for the Mobile Home Repair program for 2019 and beyond.

Questions regarding this comment can be directed to Elizabeth Milliken, Development and Communications Department Manager, at [development@ruralcap.com](mailto:development@ruralcap.com).

Thank you for your consideration.

\*\*\*\*\*

**Public Hearing Draft 2019 Action Plan – June 12, 2019**

Municipality of Anchorage  
Anchorage Health Department  
825 L Street  
4<sup>th</sup> Floor Conference Room #423

No comments were received at the Public Hearing.

**Public Comments received on the Draft 2019 Action Plan by e-mail from the Planning Department's Long-Range Planning Division:**

**Municipality of Anchorage**



Planning Department  
Long-Range Planning Division



**Memorandum**

---

**Date:** June 25, 2019

**To:** James Boehm, Senior Neighborhood Planner  
Anchorage Health Department

**Thru:** *W* Carol Wong, Manager, Long-Range Planning Division

**From:** *KB* Kristine Bunnell, Senior Planner  
*TD* Tom Davis, Senior Planner  
*TT* Thede Tobish, Senior Planner

**Subject:** Draft Housing and Community Development 2019 Action Plan, dated May 23, 2019

Thank you for providing the Planning Department's Long-Range Planning Division, as well as other agency and community stakeholders, with an opportunity to review and comment on the Draft *Housing and Community Development 2019 Action Plan* (Draft Plan).

The Draft Plan allows the Municipality to highlight completed actions and to propose on an annual basis specific activities and projects, per available funding, that implement the Municipality's *Housing and Community Development Consolidated Plan* (Consolidated Plan).

The Long-Range Planning Division has reviewed the Draft Plan, and we have a number of observations, comments, and recommended changes that we believe will help clarify the story of what activities and projects are to be funded and pursued. Again, we appreciate how much work and effort goes into a plan, and we offer our comments in the spirit of constructive criticism.

**Table AP 10.1 – Agencies, groups, organizations and others who participated in the process and consultations.**

In this table, under "Municipality of Anchorage," please add "Planning" to the list of "Agency Group Organizations Type," as well as "Barriers to Affordable Housing" to "What section of the Plan was addressed by Consultation?". This section of the Plan summarizes the many actions that the Planning Department has completed and is currently working on to help address regulatory barriers to affordable housing development.

Since the adoption of Title 21 Rewrite, the Planning Department has undertaken a number of actions to address housing needs in the Anchorage Bowl, such as spearheading the adoption of the *Anchorage 2040 Land Use Plan*, which updates housing and economic land use needs for the next 20 years and the accompanying 2040 Land Use Plan Map that sets a vision for infill growth areas, transit corridor development, and locations appropriate for residential mixed-use development.

Recent updates to Title 21 include more flexible standards for Accessory Dwelling Units and a new R-3A Mixed-use Zoning District. We are currently working on amending the R-2 Districts to address building bulk and height, which has hampered the ability to realize allowed full buildout of housing units on infill sites, especially on larger lots, as well as parking reductions for specific uses by right. The less land that is devoted to parking allows more housing units to be built on the site.

**AP-55 Affordable Housing, page 63**

Paragraph 6 states that new affordable housing projects with CDBG and HOME funds in 2019 are to be determined. Besides the Tables AP 55.1 and AP 55.2, can the Plan list the other agencies and stakeholders who will be consulted to help prioritize projects that meet the goals of the Plan? The eventual affordable housing projects that are built with these funds will help to address key segments of the population’s housing needs as identified in the *Anchorage 2040 Land Use Plan*.

**AP-75 Barriers to Affordable Housing, page 75**

- Paragraph 2 in bold: not a sentence and needs to be rewritten.
- Paragraph 4: delete “Planning Division” and replace with “municipal Planning Department.”
- Page 77, paragraph 3, first sentence: after “needs,” add “by housing structure type.”
- Page 81, paragraph 2, first sentence: “a of right” should be edited to read “as-of-right.”
- Page 81, paragraph 5: add as a first sentence, “Yes these permits are administered through the building permit process. Development Services Department (Build Safety Division) receives the permit application and distributes copies to the various agencies for review, including Land Use, Fire, Traffic, etc.”
- Page 81, paragraph 8: add as a last sentence, “The MOA has one of the fastest permit review times for a jurisdiction of our size in the nation.”

If you require clarification on any of our comments please contact Carol Wong, Manager, Long Range Planning Division, 343-7920, or email: [carol.wong@anchorageak.org](mailto:carol.wong@anchorageak.org).

Again, thank you for providing us with the opportunity to review and comment.

**Jay Stange, Board Secretary and Treasurer, Friends of Fish Creek** - e-mailed the following comments:

Please accept this email as a comment and pre-proposal inquiry on behalf of Friends of Fish Creek (FOFC), a 501(c)3 corporation based in Anchorage, Alaska, on the DRAFT Housing and Community Development 2019 Action Plan.

In consultation with several key stakeholders in the area of Chugach Way (Census Tracts 19 and 20), FOFC has identified the basic architecture of a strategy to support Low-Income Housing Populations with Community Development Block Grant funding. We propose the purchase and remediation of a 3.67-acre undeveloped and contaminated lot at 3901 Hayes Street.

The Hayes lot is a key to providing green space as well as future trail and creek daylighting easements envisioned by the 2040 Land Use Plan, the DRAFT Spenard Corridor Plan and Anchorage [Assembly Resolution 2018-277](#), which supports efforts to restore and daylight Fish Creek. Cook Inlet Housing Authority is creating a site plan for development of medium density low- to moderate-income housing on multiple adjacent lots. A private developer, Midtown Center LLC, is developing a proposal to build dense R3 housing to the east of the lot. The area is identified in Census tract tables as far below Anchorage Median Income.

The Hayes lot was surveyed in a 2018 Phase II Brownfield Environmental Assessment (Heritage Land Bank) and was found to contain pollutants in several categories above DEC cleanup levels in groundwater and soil samples. FOFC have consulted with remediation professionals and believe that significant contaminant mapping and source identification must be completed in order for the lot to be a potential site for development. Its current owner has expressed interest in engaging with our organization in light of its inability to find a private buyer and its burden of keeping the lot free of vagrants and illegal dumping.

If the Municipality of Anchorage were to consider sub-granting \$167,886 of CDBG funding (noted as TBD on Page 57 of the DRAFT Housing and Community Development 2019 Action Plan) to FOFC; *and* our organization was able to negotiate a contract guaranteeing site control for three years, conditioned upon reaching site closures with the Alaska Dept of Environmental Conservation, it might be possible to secure EPA remediation grant funds to clean up the site and convey green space, trail and creek easements to the city. We are advised that the advantage in sub-granting to FOFC rather than the city is the compliance period would be limited to 5 years instead of staying open indefinitely.

There are a lot of moving parts here and a portion of the \$167,886 fund (or additional grant funds from other sources) may be needed for a conceptual plan of the interim and future uses of the site. Additionally, we haven't begun any discussions with HUD representatives.

We'd like a chance to discuss this further as part of your 2019 work plan. I'm happy to respond to any additional information requests you might find helpful.

Sincerely,

Jay Stange, Board Secretary and Treasurer

Friends of Fish Creek

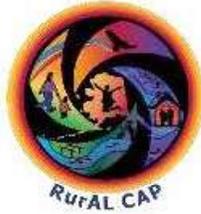
(917) 601-3165

Cc: Karen Button, FOFC Board President

Jed Smith, FOFC Board Vice President

Tamas Deak, FOFC Board Member

Elizabeth Milliken, Director, Development and Communications Manager, Rural Alaska Community Action Program, Inc. - e-mailed the following comments:



## Rural Alaska Community Action Program, Inc.

731 East 8th Avenue, Anchorage, AK 99501  
(907) 279-2511 ♦ Fax: (907) 278-2309  
www.ruralcap.com

June 27, 2019

James Boehm, Senior Neighborhood Planner  
Municipality of Anchorage  
Department of Health and Human Services  
PO Box 196650  
Anchorage, AK 99519-6650  
BoehmJH@muni.org

**RE: 2019 Annual Action Plan Public Comment submitted by Rural Alaska Community Action Program, Inc. (RurAL CAP)**

Dear Mr. Boehm,

Safe, healthy and affordable housing is critical to the well-being and vitality of any community. Mobile home parks are an important part of Anchorage's affordable housing spectrum. Estimates show they offer housing to over 4,800 families (ACS 2013-2017). Sadly, many of the low-income families that live, work and play in mobile homes need the Municipality's continued commitment to ensure they remain safe, healthy and affordable. The Municipality is underfunding the Mobile Home Repair Program in the 2019 Action Plan. According to RurAL CAP's 2019 mobile home repair waiting list, the community demand for necessary repair assistance is more than twice the current funding amount. To meet expressed demand, RurAL CAP recommends the Municipality increase the program funding to \$800,000.

Additionally, there continues to be a high demand for affordable housing stock in Anchorage that accommodates individuals who experience co-occurring disorders including mental illness, physical, sensory, emotional or developmental disability, and chronic alcoholism; and those who experience chronic homelessness. RurAL CAP requests the following to ensure the unique needs of this vulnerable population are met:

- Approximately \$1,000,000 in HOME/CDBG funds to purchase two 6-plex buildings located at 801 and 803 13th Avenue
- Continued prioritization of homeless and supportive housing services through Public Service funding including the support of case management at Sitka Place
- Continued support of the Mobile Intervention Team through CDBG and ESG funding to enable a coordinated entry access point and to assist in coordination with APD camp abatement

Questions regarding this comment can be directed to Elizabeth Milliken, Director of Development and Communications, at [development@ruralcap.com](mailto:development@ruralcap.com).

Thank you for your consideration.

Healthy People, Sustainable Communities, Vibrant Cultures

**Virtual Public Hearing on Draft 2019 Action Plan SA #2 – April 15, 2020**

Municipality of Anchorage  
Anchorage Health Department  
Call-in number (907) 273-5190

**Jeff Judd, Cook Inlet Housing Authority** – Submitted by email –

I am just interested in saying that CIHA appreciates the MOA's effort to deploy these Federal pass through funds in support of much need, quality community development and affordable housing programs. We especially appreciate the support the HOME funding proposed for CIHA's 50-unit South Anchorage Senior Housing development. These HOME gap funds are essential, when leveraged with other funding sources which CIHA has assembled, to result in a financially feasible development opportunity. CIHA also supports the availability of the \$550,000 in NHTF dollars into the Anchorage community.

Sincerely,  
Jeff Judd  
Cook Inlet Housing Authority

**Virtual Public Hearing on Draft 2019 Action Plan SA #3 – August 14, 2020**

Municipality of Anchorage  
Anchorage Health Department  
Call-in number (907) 343-6060

**Lisa Aquino, MHS, Chief Executive Officer, Catholic Social** – Submitted by email –



August 13, 2020

Catholic Social Services thanks The Anchorage Health Department and the Municipality of Anchorage for taking needed and intentional measures to combat the additional strain and financial burden on the homeless shelter and support system in Anchorage. The funds granted to Catholic Social Services programs, Clare House and Homeless Family Services, from the Emergency Solutions Grant (ESG) Program funds through the CARES Act will making a lasting impact in combating the economic effects of Covid-19.

Clare House offers 24-hour emergency shelter and progressive housing for women with children and expectant mothers. During FY 2019, Clare House provided 27,161 nights of stay to 316 women and children without a home. With the \$100,000 awarded from the Emergency Solutions Grant (ESG) Program funds from the CARES Act, we will be able to shelter approximately 40 moms and children every night of the year – despite the challenges of Covid-19.

Homeless Family Services provides case management to veterans, individuals, and families living in shelters and unsheltered families with children. Between March 16th and June 30th of this year, Homeless Family Services has housed over 295 individuals and provided support so that 448 at risk individuals could remain in permanent housing, securing housing for a total of 743 individuals in five months. The \$296,000 awarded from the Emergency Solutions Grant (ESG) Program funds from the CARES Act will continue to house vulnerable people experiencing homelessness through this emergency time.

Due to Covid-19, nationally there is expected to be an increase of 40% in people experiencing homelessness in the coming year. Much of that increase is projected to be among families and households living near the edge financially. The ESG funds will work to limit the impact of homelessness on families by assuring there is family shelter in Clare House and by providing rapid rehousing funds through Homeless Family Services which can quickly move individuals and families from homelessness into permanent housing, with case management support.

We appreciate the opportunity to utilize this valuable funding through Clare House and Homeless Family Services to make Anchorage a better place for all.

Thank you,

Lisa Aquino, MHS  
Chief Executive Officer  
Catholic Social Services  
(907) 222-7351  
[ldhaquino@cssalaska.org](mailto:ldhaquino@cssalaska.org)



August 14, 2020

To whom it may concern:

Abused Women's Aid In Crisis, Inc. (AWAIC) is the only emergency shelter for domestic violence victims in our community. In the past year we served 475 women, men, and children with safe shelter for a total of 13,794 bed nights.

It is anticipated that domestic violence incidents and the demand for shelter across the country will be on the rise in the ensuing days of the COVID-19 pandemic. Domestic violence is about power and control. Isolation is a common tactic and cuts individuals off from their support system. The stay at home orders created further isolation and the many pressures and concerns created more stress in the home. Unemployment and financial crises do not cause domestic violence, they do increase the lethality and occurrences in homes experiencing abuse.

The COVID-19 pandemic had a significant impact on the services AWAIC provides to victims of domestic violence. Due to COVID-19 guidelines for social distancing AWAIC had to reduce the shelter capacity from 52 beds to 26 to 35 depending on the makeup of single individuals and families staying in shelter. The numbers in shelter in the beginning of the pandemic decreased dramatically. During the initial period of the COVID-19 pandemic AWAIC saw a period of reduced demand for shelter however an increase of 43% in crisis calls. Once Anchorage moved to Phase 3 the demand for AWAIC's emergency beds heightened and our daily population increased by 75%.

In order to ensure AWAIC was providing shelter for those with emergent safety issues AWAIC provided off-site housing funded through grants, foundations, and corporations. Those funds were expended and once again AWAIC could only provide a limited number of beds for victims of domestic violence. During this time, we have had to screen for high lethality victims and reduce the length of stay for some victims. This creates tremendous stress for those seeking shelter.

The Anchorage Health Department has recommended \$100,000 be awarded to AWAIC from the Emergency Solutions Grant. AWAIC is extremely grateful that AHD has considered AWAIC for these funds. These funds would assist AWAIC to ensure we can continue our mission to provide domestic violence safe shelter, intervention, and prevention to our community.

Thank you for recommending AWAIC for this funding.

Sincerely,



Suzi Pearson  
Executive Director

100 W. 13<sup>th</sup> Avenue • Anchorage, AK 99501 • Phone (907) 279-9581 • Fax (907) 279-7244 • Crisis (907) 272-0100 • www.awaic.org

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## Appendix C - Assembly Resolution - AR 2019-238 & AM 489-2019

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Municipal Clerk's Office

**Approved**

Date: July 23, 2019

Submitted by: Chair of the Assembly at  
the Request of the Mayor

Prepared by: Dept. of Health and Human  
Services

For reading: July 9, 2019

ANCHORAGE, ALASKA

AR No. 2019-238

1 A RESOLUTION ADOPTING THE 2019 HOUSING AND COMMUNITY  
2 DEVELOPMENT ANNUAL (HCDA) ACTION PLAN, WHICH CONSTITUTES  
3 APPLICATION TO THE U. S. DEPARTMENT OF HOUSING AND URBAN  
4 DEVELOPMENT (HUD) FOR THE COMMUNITY DEVELOPMENT BLOCK  
5 GRANT (CDBG), THE HOME INVESTMENT PARTNERSHIPS PROGRAM  
6 (HOME), AND THE EMERGENCY SOLUTIONS GRANT (ESG). THIS  
7 RESOLUTION APPROPRIATES THE 2019 ANNUAL ENTITLEMENT GRANTS  
8 FROM HUD IN THE AMOUNTS NOT TO EXCEED ONE MILLION SEVEN  
9 HUNDRED TWENTY THOUSAND ONE HUNDRED FIFTY-FOUR DOLLARS  
10 (\$1,720,154) IN CDBG ENTITLEMENT, SIX HUNDRED SIXTY-THREE  
11 THOUSAND TWO HUNDRED SEVEN DOLLARS (\$663,207) IN HOME  
12 ENTITLEMENT, ONE HUNDRED FIFTEEN THOUSAND DOLLARS (\$115,000) IN  
13 HOME PROGRAM INCOME AND ONE HUNDRED FORTY-SIX THOUSAND  
14 FOUR HUNDRED SIXTY-ONE DOLLARS (\$146,461) IN ESG ENTITLEMENT;  
15 ALL TO THE FEDERAL GRANT FUND (241) FOR THE ANCHORAGE HEALTH  
16 DEPARTMENT.

17  
18 **WHEREAS**, extensive research and analysis was used to complete the 2018-2022  
19 Municipality of Anchorage (MOA) Housing and Community Development Consoli-  
20 dated Plan (HUD Consolidated Plan), which is the source for a widespread ap-  
21 proach to address housing and community development needs of low-income per-  
22 sons and homeless individuals, families and neighborhoods; and  
23

24 **WHEREAS**, the 2019 HCDA Action Plan application will be submitted to HUD since  
25 the appropriation bill has been enacted by Congress and HUD has notified the grant-  
26 ees of participating jurisdictions of the actual allocation amounts under the formula  
27 grant programs. Upon approval by the Assembly and then HUD's review of the  
28 2019 HCDA Action Plan for up to 45 days (as per 24 CFR 91.15(a) (1)); and  
29

30 **WHEREAS**, the MOA will submit its annual application for the 2019 HCDA Action  
31 Plan of the 2018-2022 HUD Consolidated Plan to HUD, that outline the program of  
32 activities to be undertaken with CDBG, HOME, and ESG funds; and  
33

34 **WHEREAS**, throughout the development of said application and the 2019 HCDA  
35 Action Plan grant awards; the MOA actively sought citizen participation of residents  
36 and representatives of lower-income, Anchorage neighborhoods, the general public,  
37 business partners and community councils; and  
38

1 **WHEREAS**, consistent with federal regulations 24 CFR 91.115, a public notice pub-  
2 lished on August 23, 2018 in the Anchorage Daily News, a newspaper with  
3 statewide distribution announced the beginning of the 2019 HCDA Action Plan pro-  
4 cess, public hearing and public comment period. This was the first public hearing  
5 on the 2019 HCDA Action Plan. A presentation and public hearing on the 2019  
6 HCDA Action Plan was held on September 5, 2018 in the Municipal Anchorage  
7 Health Department (AHD) Conference Room #423, at 825 L Street, Anchorage,  
8 starting at 4:00PM. Public testimony and comment on the 2019 HCDA Action Plan  
9 were accepted through 4:00PM on September 24, 2018; and

10  
11 **WHEREAS**, a second public notice ad was placed in the Anchorage Daily News on  
12 May 23, 2019 to announce the availability of the 2019 HCDA Action Plan. On June  
13 12, 2019 a presentation and public hearing was scheduled and held at the AHD  
14 Conference Room #423, at 825 L Street, in Anchorage starting at 3:00PM. Com-  
15 ments were accepted through 4:00PM on June 27, 2019; and

16  
17 **WHEREAS**, copies of the draft plan were available at the AHD, Housing and Com-  
18 munity Services Division (HCSD), Community Safety and Development (CSD of-  
19 fices) at 825 L Street, Suite #506 in Anchorage, through the MOA website; and

20  
21 **WHEREAS**, projects funded or expanded through HUD Entitlement are consistent  
22 with the 2018-2022 HUD Consolidated Plan and under HUD CDBG, HOME and  
23 ESG grant funds for homeless services and affordable housing and meet HUD's  
24 national objectives. CDBG activities are subject to 24 CFR 570, HOME activities are  
25 subject to 24 CFR 92 and ESG activities are authorized under Subtitle B of Title IV,  
26 McKinney-Vento Homeless Assistance Act 24 CFR 576.

27  
28 **NOW, THEREFORE, THE ANCHORAGE ASSEMBLY RESOLVES:**

29  
30 **Section 1.** The Assembly adopts the 2019 HCDA Action Plan of the HUD Consol-  
31 idated Plan as the general basis for a comprehensive approach to address housing  
32 and community development needs of lower-income persons and homeless individ-  
33 uals, families and neighborhoods through application for CDBG, HOME, and ESG  
34 federal grants.

35  
36 **Section 2.** That the grant from HUD for FY 2019 allocation of CDBG funds in an  
37 amount not to exceed ONE MILLION SEVEN HUNDRED TWENTY THOUSAND  
38 ONE HUNDRED FIFTY-FOUR DOLLARS (\$1,720,154) of 2019 CDBG entitlement,  
39 are hereby appropriated as funding from HUD to AHD, Federal Grant Fund  
40 (241900).

41  
42 **Section 3** That the grant from HUD for FY 2019 allocation of HOME funds in an  
43 amount not to exceed SIX HUNDRED SIXTY-THREE THOUSAND TWO  
44 HUNDRED SEVEN DOLLARS (\$663,207) of 2019 HOME entitlement and HOME  
45 program income of ONE HUNDRED FIFTEEN THOUSAND DOLLARS (\$115,000)  
46 are hereby appropriated as funding from HUD to AHD, Federal Grant Fund (241900)  
47 and Program Income Fund (241800) .  
48

1 **Section 4.** That the grant from HUD for FY 2019 allocation of ESG funds in an  
2 amount not to exceed ONE HUNDRED FORTY-SIX THOUSAND FOUR  
3 HUNDRED SIXTY-ONE DOLLARS (\$146,461) of 2019 ESG entitlement are hereby  
4 appropriated as funding from HUD to AHD, Federal Grant Fund (241900).

5  
6 **Section 5.** That the allocation appropriated from CDBG, HOME, and ESG are  
7 hereby appropriated from government funds and program-specific generated in-  
8 come will be based on the activities outlined in the attached Assembly Memoran-  
9 dum, and in the 2019 HCDA Action Plan of the HUD Consolidated Plan. Accounting  
10 information is outlined in the attached Assembly Memorandum, Attachment A.

11  
12 **Section 6.** Based on approval by the Anchorage Municipal Assembly of this res-  
13 olution, AHD recommends to make the above grant awards and contract agree-  
14 ments.

15  
16 **Section 7.** This resolution shall take effect immediately upon passage and approval  
17 by the Anchorage Assembly.

18  
19  
20 PASSED AND APPROVED by the Anchorage Assembly this 23rd day of July, 2019.

21  
22  
23  
24 

25 \_\_\_\_\_  
Chair

26 ATTEST:

27  
28   
29 \_\_\_\_\_

30 Municipal Clerk

31  
32 **Department of Appropriation:**

33 Department of Health and Human Services: \$2,644,822

# MUNICIPALITY OF ANCHORAGE

## ASSEMBLY MEMORANDUM

No. AM 489-2019

Meeting Date: July 9, 2019

1 **From: MAYOR**

2  
3 **Subject: A RESOLUTION ADOPTING THE 2019 HOUSING AND COMMUNITY**  
4 **DEVELOPMENT ANNUAL (HCDA) ACTION PLAN, WHICH**  
5 **CONSTITUTES APPLICATION TO THE U. S. DEPARTMENT OF**  
6 **HOUSING AND URBAN DEVELOPMENT (HUD) FOR THE**  
7 **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG), THE HOME**  
8 **INVESTMENT PARTNERSHIPS PROGRAM (HOME), AND THE**  
9 **EMERGENCY SOLUTIONS GRANT (ESG). THIS RESOLUTION**  
10 **APPROPRIATES THE 2019 ANNUAL ENTITLEMENT GRANTS FROM**  
11 **HUD IN THE AMOUNTS NOT TO EXCEED ONE MILLION SEVEN**  
12 **HUNDRED TWENTY THOUSAND ONE HUNDRED FIFTY-FOUR**  
13 **DOLLARS (\$1,720,154) IN CDBG ENTITLEMENT, SIX HUNDRED**  
14 **SIXTY-THREE THOUSAND TWO HUNDRED SEVEN DOLLARS**  
15 **(\$663,207) IN HOME ENTITLEMENT, ONE HUNDRED FIFTEEN**  
16 **THOUSAND DOLLARS (\$115,000) IN HOME PROGRAM INCOME AND**  
17 **ONE HUNDRED FORTY-SIX THOUSAND FOUR HUNDRED SIXTY-**  
18 **ONE DOLLARS (\$146,461) IN ESG ENTITLEMENT; ALL TO THE**  
19 **FEDERAL GRANT FUND (241) FOR THE ANCHORAGE HEALTH**  
20 **DEPARTMENT.**

21  
22 The purpose of the attached resolution is to adopt the 2019 HCDA Action Plan, and  
23 appropriate Program Year (PY) 2019 HUD entitlement funds and HOME program  
24 income. The 2019 HCDA Action Plan is the second year of five annual action plans  
25 and constitutes the Municipality of Anchorage's application to HUD for entitlement  
26 funds and is part of the 2018-2022 Housing and Community Development Consoli-  
27 dated Plan (HUD Consolidated Plan).

28  
29 The 2019 program year began on January 1, 2019. The 2019 HCDA Action Plan  
30 will be submitted to HUD upon the Assembly's approval and HUD's review of the  
31 2019 HCDA Action Plan for 45 days, PY 2019 entitlement identified are based on  
32 the actual grant awards received from HUD. Entitlement award amounts were an-  
33 nounced in April 2019. The 2019 HCDA Action Plan outlines the program of activi-  
34 ties to be undertaken with CDBG, HOME, and ESG funds.

35  
36 Programs for PY 2019 to address the needs of the Municipality's lower-income and  
37 homeless residents. The 2019 HCDA Action Plan was developed by the Mayor,  
38 Municipal Manager and AHD. CDBG, HOME, and ESG grants are managed by  
39 AHD.

40  
41 Consistent with federal regulations 24 CFR 91.115, a public notice published on  
42 August 23, 2018 in the Anchorage Daily News, a newspaper with statewide distribu-  
43 tion announced the beginning of the 2019 HCDA Action Plan process, public hearing  
44 and public comment period. This was the first public hearing on the 2019 HCDA

1 Action Plan. A presentation and public hearing on the 2019 HCDA Action Plan was  
 2 held on September 5, 2018 in the AHD Conference Room #423, at 825 L Street,  
 3 Anchorage, starting at 4:00PM. Public testimony and comment on the 2019 HCDA  
 4 Action Plan were accepted through 4:00PM on September 24, 2018.

5  
 6 The second public notice ad was placed in the Anchorage Daily News on May 23,  
 7 2019 to announce the availability of the 2019 HCDA Action Plan. On June 12, 2019,  
 8 a presentation and public hearing was scheduled and held at the Municipal Anchorage  
 9 Health Department (AHD) Conference Room #423, at 825 L Street, in Anchorage  
 10 starting at 3:00PM. Comments were accepted through 4:00PM on June 27,  
 11 2019.

12  
 13 Copies of the draft plan were available at the AHD, Housing and Community Services  
 14 Division, Community Safety and Development (CSD office) in 825 L Street,  
 15 Suite #506 in Anchorage and through the MOA website.

16  
 17 The AHD requests approval of the attached resolution to the draft 2019 HCDA Action  
 18 Plan. Details on the sources and uses for each of these grants are included in the  
 19 table below. Additional descriptions of each activity are included in the draft 2019  
 20 HCDA Action Plan.

21  
 22 **2019 HUD Funding:**

<b>Project Sources</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>Total</b>
2019 Allocation	1,720,154	663,207	146,461	2,529,822
Program Income		115,000		115,000
Total Sources	1,720,154	778,207	146,461	2,644,822
<b>Project Uses</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>Total</b>
Administrative and General	344,030	77,820	10,985	432,835
Mobile Home Repair Program - Rural Alaska Community Action Program (RurAL CAP)	400,000			400,000
Rental Housing Development – Cook Inlet Housing Authority	425,215			425,215
Housing Project – To Be Determined	167,886			167,886
Activity Delivery Cost-Staff Direct	125,000			125,000
Public Services – To Be Determined	71,113			71,113
Public Services - Case Management Sitka Place - RurAL CAP	71,560			71,560

Public Services – Homeless Prevention - Alaska Legal Services Corporation	72,255			72,255
Public Services – Homeless Outreach - RurAL CAP	43,095			43,095
Repay to HUD for RurAL CAP, Karluk Property		285,843		285,843
CHDO Housing Program – To Be Determined		99,481		99,481
Tenant-Based Rental Assistance - NeighborWorks Alaska		281,903		281,903
CHDO Operating Expense Assistance - NeighborWorks Alaska,		33,160		33,160
Homeless Prevention – Municipality of Anchorage			73,587	73,587
Rapid Re-housing - Catholic Social Services			61,889	61,889
<b>Total Uses</b>	<b>1,720,154</b>	<b>778,207</b>	<b>146,461</b>	<b>2,644,822</b>

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**Total Awards \$ 2,644,822**

Based on approval of this resolution, AHD intends to make the above grant subrecipient awards and contracts upon the approval of awards and contracts from the Anchorage Municipal Assembly.

**THE ADMINISTRATION RECOMMENDS APPROVAL.**

Prepared by: Gina M. Riggs-Kaiser, AHD, HCSD-CSD  
 Approved by: Natasha M. Pineda Director, AHD  
 Concur: Lance Wilber, Director OMB  
 Fund Certification: Alexander Slivka, CFO  
 241900-2000105-80001954-405100 \$1,720,154  
 (Subject to receipt of executed grant agreement)  
 (CDBG Entitlement)  
 241900-2000106-80001936-405100 \$663,207  
 (Subject to receipt of executed grant agreement)  
 (HOME Entitlement)  
 241800-2000106-80001943-408370 \$115,000  
 (Subject to receipt of executed grant agreement)  
 (HOME Program Income)  
 241900-2000107-80001929-405100 \$146,461

1 | (Subject to receipt of executed grant agreement)  
2 | (ESG Entitlement)  
3 | Concur: William D. Falsey, Municipal Manager  
4 | Respectfully submitted: Ethan A. Berkowitz, Mayor

**Attachment A  
FY19 Funds Appropriation**

The AHD recommends appropriation of the FY 2019 Community Development Block Grant Program (CDBG) and the HOME Investment Partnerships Programs (HOME), and Emergency Solutions Grant (ESG). The budget detail is presented below.

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
FY19 CDBG REVENUE**

<u>REVENUE</u>	<u>ACCOUNT NAME</u>	<u>AMOUNT</u>
241900-2000105-80001954-405100	Federal Grant Revenue-Direct	\$1,720,154
	Total Revenue	\$1,720,154

**FY19 CDBG GRANT MANAGEMENT, PROJECTS AND ACTIVITIES**

<u>EXPENDITURES</u>	<u>ACCOUNT NAME</u>	<u>AMOUNT</u>
241900-2000105-80001944-501010	Straight Time Labor	\$287,241
241900-2000105-80001946-501010	Straight Time Labor	\$125,000
241900-2000105-80001945-511010	Office Supplies	1,358
241900-2000105-80001945-511170	Gasoline Issues	200
241900-2000105-80001945-511360	Computer Supplies	1,175
241900-2000105-80001945-530360	Repair & Maintenance Contract	2,000
241900-2000105-80001945-540150	Advertising	1,800
241900-2000105-80001945-540170	Communications	2,000
241900-2000105-80001945-540300	Fleet Equipment Rental	2,392
241900-2000105-80001945-540440	Board Commission Expense	75
241900-2000105-80001947-540110	Contract-HUD CIHA Duke's Hsg.	425,215
241900-2000105-80001948-540110	Contract-HUD Ak Legal Services	72,255
241900-2000105-80001949-540110	Contract-HUD RC Sitka Place	71,560
241900-2000105-80001950-540110	Contract-HUD RC Homeless O/R	43,095
241900-2000105-80001951-540110	Contract-HUD PS TBD	71,113
241900-2000105-80001952-540110	Contract-HUD Hsg RC MHRP	400,000
241900-2000105-80001968-540110	Contract-HUD Hsg TBD	167,886
241900-2000105-80001953-615200	IGC CS to Operation Grants	45,789
	Total Expenditures	\$1,720,154

**HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)  
FY19 HOME REVENUE**

<u>REVENUE</u>	<u>ACCOUNT NAME</u>	<u>AMOUNT</u>
241900-2000106-80001936-405100	Federal Grant Revenue-Direct	\$663,207
241800-2000106-80001943-408370	Loan Recovery	115,000
Total Revenue		\$778,207

FY19 HOME GRANT MANAGEMENT, PROJECTS AND ACTIVITIES

<u>EXPENDITURES</u>	<u>ACCOUNT NAME</u>	<u>AMOUNT</u>
241900-2000106-80001930-501010	Straight Time Labor	\$62,163
241900-2000106-80001970-540110	Contract-Karluk HUD Repayment	285,843
241900-2000106-80001932-540110	Contract-NWA TBRA Program	178,403
241800-2000106-80001939-540110	Contract-NWA TBRA Program	103,500
241900-2000106-80001933-540110	Contract-NWA OEA	33,160
241900-2000106-80001934-540110	CHDO Project TDB	99,481
241900-2000106-80001935-615200	IGC CS to Operation Grants	4,157
241800-2000106-80001942-615200	IGC CS to Operation Grants	11,500
Total Expenditures		\$778,207

**EMERGENCY SOLUTIONS GRANT (ESG)**

FY19 ESG REVENUE

<u>REVENUE</u>	<u>ACCOUNT NAME</u>	<u>AMOUNT</u>
241900-2000107-80001929-405100	Federal Grant Revenue-Direct	\$146,461
Total Revenue		\$146,461

FY19 ESG GRANT MANAGEMENT, PROJECT AND ACTIVITIES

<u>EXPENDITURES</u>	<u>ACCOUNT NAME</u>	<u>AMOUNT</u>
241900-2000107-80001924-501010	Straight Time Labor	\$7,351
241900-2000107-80001925-540110	Contract-CSS Rapid Rehousing	61,889
241900-2000107-80001926-540110	Contract-MOA Homeless Prevention	73,587
241900-2000107-80001927-540150	Advertising	279
241900-2000107-80001928-615200	IGC CS to Operating Grants	3,355
Total Expenditures		\$146,461

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# Assembly Resolution - AR 2019-425

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Municipal Clerk's Office  
**Approved**  
Date: December 17, 2019

Submitted by: Chair of the Assembly at the  
Request of the Mayor  
Prepared by: Anchorage Health Department  
For Reading: December 3, 2019

ANCHORAGE, ALASKA  
AR NO. 2019-425

1 **A RESOLUTION OF THE MUNICIPALITY OF ANCHORAGE REAPPROPRIATING**  
2 **AND ADOPTING HUD COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**  
3 **FUNDING THROUGH 2016 SUBSTANTIAL AMENDMENTS #5 AND #6 IN THE**  
4 **AMOUNT OF FORTY-FIVE THOUSAND SIX HUNDRED THIRTY-THREE DOLLARS**  
5 **AND TWENTY-NINE CENTS (\$45,633.29); 2017 SUBSTANTIAL AMENDMENTS #3**  
6 **AND #4 IN THE AMOUNT OF EIGHTY-THREE THOUSAND EIGHT HUNDRED**  
7 **SEVENTEEN DOLLARS AND FORTY-THREE CENTS (\$83,817.43); 2018**  
8 **SUBSTANTIAL AMENDMENT #2 IN THE AMOUNT OF SEVENTY-TWO THOUSAND**  
9 **DOLLARS (\$72,000) AND 2019 SUBSTANTIAL AMENDMENT #1 IN THE AMOUNT**  
10 **OF ONE HUNDRED FIFTY-FOUR THOUSAND ONE HUNDRED FORTY-NINE**  
11 **DOLLARS AND THIRTY-SIX CENTS (\$154,149.36) AND INCLUDES HUD**  
12 **EMERGENCY SOLUTIONS GRANT (ESG) FUNDING FROM 2017 SUBSTANTIAL**  
13 **AMENDMENT #6 IN THE AMOUNT OF ONE HUNDRED FIVE THOUSAND FIVE**  
14 **HUNDRED SIXTY-FIVE DOLLARS (\$105,565), TO THE FEDERAL GRANT FUND**  
15 **(241) FOR THE ANCHORAGE HEALTH DEPARTMENT (AHD).**

16  
17 **WHEREAS**, the Assembly adopted and appropriated funding for the 2016 Action Plan  
18 (AR 2016-86 and AM 209-2016), Substantial Amendment #1 (AR 2016-206 and AM 509-  
19 2016), Substantial Amendment #2 (AR 2017-13 and AM 37-2017), Substantial  
20 Amendment #3 (AR 2018-20 and AM 40-2018), Substantial Amendment #4 (AR 2018-  
21 151 and AM 334-2018), of the 2013-2017 and 2018-2022 U.S. Housing and Urban  
22 Development (HUD) Housing and Community Development Consolidated Plan  
23 (HCDCP); and

24  
25 **WHEREAS**, the Assembly adopted and appropriated funding for the 2017 Action Plan  
26 (AR 2017-228 and AM 469-2017) and Substantial Amendment #1 (AR 2018-20 and AM  
27 40-2018) and Substantial Amendment #2 (AR 2018-151 and AM 334-2017).

28  
29 **WHEREAS**, the Assembly adopted and appropriated funding for the 2018 Action Plan  
30 and Substantial Amendment #1 (AR 2018-215 and AM 475-2018).

31  
32 **WHEREAS**, the Assembly adopted and appropriated funding for the 2019 Action Plan  
33 (AR 2019-238 and AM 489-2019).

34  
35 **WHEREAS**, the HCDCP Citizen Participation Plan which is published in the 2019 Action  
36 Plan requires Assembly approval of a substantial amendment for projects reprogrammed  
37 or not specifically identified in the approved 2016, 2017, 2018 and 2019 Action Plans;  
38 and  
39

1 **WHEREAS**, consistent with federal regulations 24 CFR 91.115, a public notice published  
 2 in the Anchorage Daily News on September 17, 2019 announced the public hearing and  
 3 comment period. A public hearing was held on October 2, 2019 to listen to the citizen's  
 4 comments. Public testimony and comments were accepted through 10:00 AM October  
 5 18, 2019. Copies of the 2016, 2017, 2018 and 2019 Substantial Amendments were  
 6 available at the Anchorage Health Department (AHD), Human Services Division,  
 7 Community Safety and Development (CSD), at AHD 825 L Street, 5<sup>th</sup> Floor, Room 506  
 8 and through the MOA Website; and  
 9

10 **WHEREAS**, the program year's (PY) of 2016, 2017, 2018 and 2019 Substantial  
 11 Amendments include reprogramming of CDBG funds in the amount of \$355,600.08 and  
 12 the reprogramming of ESG funds in the amount of \$105,565.  
 13

14 **2016 CDBG Reprogrammed Funding**

15 PY 2016 Substantial Amendment #5 and #6 identifies and reappropriates funding of  
 16 \$25,621.48 from Rural Cap, Child Development Center (CDC), To Be Determined (TBD)  
 17 Project funding to Cook Inlet Housing Authority (CIHA), Duke's Place Project. Rural Cap  
 18 Mobile Home Repair Project identifies and reappropriates funding of \$9,089.31 and  
 19 United Non Profit LLC identifies and reappropriates funding of \$10,922.50 for a total  
 20 amount of \$ 20,011.81 to the Alaska Literacy Project.  
 21

22 Rural Cap, Child Development Center/To Be Determined (TBD)	(\$25,621.48)
23 Cook Inlet Housing Authority (CIHA), Duke's Place	\$25,621.48
24 Rural Cap, Mobile Home Repair Project (MHRP)	(\$9,089.31)
25 United NonProfit LLC, Rehabilitation Project	(\$10,922.50)
26 Alaska Literacy Program, Rehabilitation Project	<u>\$20,011.81</u>
27	-0-

28 2016 CDBG funds will be reprogrammed and added to existing awards.  
 29

30 **2017 CDBG Reprogrammed Funding**

31 PY 2017 Substantial Amendment #3 and \$4 identifies and reappropriates funding of  
 32 \$51,496 from Downtown Hope Center to Catholic Social Services (CSS) Operations  
 33 Support. Cook Inlet Housing Authority (CIHA) Elizabeth Place identifies and  
 34 reappropriates funding of \$5,494 to Cook Inlet Housing Authority (CIHA) Downtown  
 35 Duke's Place. Rural Cap Mobile Home Repair Project identifies and reappropriates  
 36 funding of \$26,827.43 to the Alaska Literacy Project.  
 37

38 **2017 CDBG Reprogrammed Funding**

39 Downtown Hope Center	(\$51,496.00)
40 Catholic Social Services (CSS) Operations Support	\$51,496.00
41 Cook Inlet Housing Authority(CIHA), Elizabeth Place	(\$5,494.00)
42 Cook Inlet Housing Authority (CIHA), Duke's Place	5,494.00
43 Rural Cap, Mobile Home Repair (MHRP)	(\$26,827.43)
44 Alaska Literacy Project, Rehabilitation Project	<u>\$26,827.43</u>
45	-0-

46 2017 CDBG funds will be reprogrammed and added to existing awards.

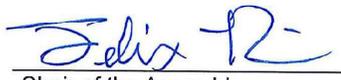
1		
2	<b>2018 CDBG Reprogrammed Funding</b>	
3	PY 2018 Substantial Amendment #2 To Be Determined funding of \$72,000 identifies and	
4	awards funding to Catholic Social Services (CSS) Operations Support.	
5		
6	To Be Determined (TBD)	(\$72,000.00)
7	Catholic Social Services (CSS) Operations Support	<u>\$72,000.00</u>
8		-0-
9	2018 CDBG funds will be reprogrammed and added to existing awards.	
10		
11	<b>2019 CDBG Reprogrammed Funding</b>	
12	PY 2019 Public Services To Be Determined not previously awarded funding of \$41,534	
13	and Capital Project, To Be Determined funding of \$112,615.36 was identified and	
14	reappropriated to Alaska Literacy Project in the amount of \$12,615.36, Catholic Social	
15	Services (CSS) Brother Francis Shelter, Security Fence in the amount \$100,000 and	
16	Catholic Social Services Operations Support in the amount of \$41,534.	
17		
18	To Be Determined (TBD), Housing Project	(\$112,615.36)
19	To Be Determined (TBD), Public Services	(\$41,534.00)
20	Alaska Literacy Project, Rehabilitation Project	\$12,615.36
21	Catholic Social Services (CSS), Brother Francis	
22	Shelter, Security Fence	\$100,000.00
23	Catholic Social Services (CSS) Operations Support	<u>\$41,534.00</u>
24		-0-
25	2019 CDBG funds will be reprogrammed and added to existing awards.	
26		
27	<b>2017 ESG Reprogrammed Funding</b>	
28	PY 2017 ESG funding identifies and reappropriates funding from Downtown Hope	
29	Center, Emergency Shelter of \$45,565 and from MOA Homeless Prevention of \$60,000	
30	to Catholic Social Services (CSS) Shelter Operations in the amount of \$105,565.	
31		
32	Downtown Hope Center, Emergency Shelter	(\$45,565.00)
33	Municipality of Anchorage, Homeless Prevention	(\$60,000.00)
34	Catholic Social Services (CSS) Shelter Operations	<u>\$105,565.00</u>
35		-0-
36	2017 ESG funds will be reprogrammed and added to existing awards.	
37		
38	<b>WHEREAS</b> , THE Substantial Amendments are consistent with the 2018-2022 MOA's	
39	Housing and Community Development Consolidated Plan and under HUD CDBG and	
40	ESG grant funds for homeless services and affordable housing and meet HUD's national	
41	objectives. CDBG activities are subject to 24 CFR 570 and ESG activities are authorized	
42	under Subtitle B of Title IV, McKinney-Vento Homeless Assistance Act 24 CFR 576; now	
43	therefore,	
44		
45	<b>THE ANCHORAGE ASSEMBLY RESOLVES:</b>	
46		

1 **Section 1.** The Assembly adopts 2016 Substantial Amendments #5 and #6 of the 2016  
2 Action Plan; 2017 Substantial Amendments #3 and #4 of the 2017 Action Plan; 2018  
3 Substantial Amendment #2 of the 2018 Action Plan and 2019 Substantial Amendment  
4 #1 of the 2019 Action Plan for all reprogrammed and awarded funding.

5  
6 **Section 2.** Based on approval by the Anchorage Municipal Assembly of this resolution,  
7 AHD recommends to make the above grant awards and contract agreements.

8  
9 **Section 3.** This resolution shall become effective Immediately upon passage and  
10 approval by the Anchorage Municipal Assembly.

11  
12 PASSED AND APPROVED by the Anchorage Assembly this 17th day of  
13 December, 2019.

14  
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16  
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18   
19 Chair of the Assembly

20 **ATTEST:**

21  
22   
23  
24 Municipal Clerk



MUNICIPALITY OF ANCHORAGE  
ASSEMBLY MEMORANDUM

No. 792-2019

Meeting Date: December 3, 2019

1 **From:** Mayor  
2  
3 **Subject:** A RESOLUTION OF THE MUNICIPALITY OF ANCHORAGE  
4 REAPPROPRIATING AND ADOPTING HUD COMMUNITY  
5 DEVELOPMENT BLOCK GRANT (CDBG) FUNDING THROUGH  
6 2016 SUBSTANTIAL AMENDMENTS #5 AND #6 IN THE AMOUNT  
7 OF FORTY-FIVE THOUSAND SIX HUNDRED THIRTY-THREE  
8 DOLLARS AND TWENTY-NINE CENTS (\$45,633.29); 2017  
9 SUBSTANTIAL AMENDMENTS #3 and #4 IN THE AMOUNT OF  
10 EIGHTY-THREE THOUSAND EIGHT HUNDRED SEVENTEEN  
11 DOLLARS AND FORTY-THREE CENTS (\$83,817.43); 2018  
12 SUBSTANTIAL AMENDMENT #2 IN THE AMOUNT OF SEVENTY-  
13 TWO THOUSAND DOLLARS (\$72,000) AND 2019 SUBSTANTIAL  
14 AMENDMENT #1 IN THE AMOUNT OF ONE HUNDRED FIFTY-  
15 FOUR THOUSAND ONE HUNDRED FORTY-NINE DOLLARS AND  
16 THIRTY-SIX CENTS (\$154,149.36) AND INCLUDES HUD  
17 EMERGENCY SOLUTIONS GRANT (ESG) FUNDING FROM 2017  
18 SUBSTANTIAL AMENDMENT #6 IN THE AMOUNT OF ONE  
19 HUNDRED FIVE THOUSAND FIVE HUNDRED SIXTY-FIVE  
20 DOLLARS (\$105,565), TO THE FEDERAL GRANT FUND (241)  
21 FOR THE ANCHORAGE HEALTH DEPARTMENT (AHD).  
22

23 The purpose of the resolution is to amend the 2016, 2017, 2018 and 2019 Action  
24 Plans of the 2013-2017 and 2018-2022 Housing and Community Development  
25 Consolidated Plans (HCDCP) to include all projects awarded. The HCDCP Citizen  
26 Participation Plan which is published and circulated requires Assembly approval of  
27 a substantial amendment for project funding reprogrammed or not specifically  
28 identified in the 2016, 2017, 2018 and 2019 Action Plans.  
29

30 The 2016, 2017, 2018 and 2019 Action Plans were developed in accordance with  
31 Housing and Urban Development (HUD) and federal regulations. The Plans and  
32 Substantial Amendments can be found on the Anchorage Health Department (AHD)  
33 Human Services Division, Community Safety and Development's (CSD) website.  
34

35 Programs for program years (PY's) 2016, 2017, 2018 and 2019 address the needs  
36 of the Municipality's lower-income and homeless residents. CDBG, HOME, HTF  
37 and ESG grants are managed by AHD. The Housing and Community Development  
38 Annual Action Plan (HCDAAP) was developed by the Mayor, Municipal Manager  
39 and AHD.

1 The HCDCP Citizen Participation Plan which is published in the 2019 Action Plan  
 2 requires Assembly approval of a substantial amendment for projects reprogrammed  
 3 or not specifically identified in the approved 2016, 2017, 2018 and 2019 Action  
 4 Plans; and

5  
 6 Consistent with federal regulations 24 CFR 91.115, a public notice published in the  
 7 Anchorage Daily News on September 17, 2019 announced the public hearing and  
 8 comment period. A public hearing was held on October 2, 2019 to listen to the  
 9 citizen's comments. Public testimony and comments were accepted through 10:00  
 10 AM October 18, 2019. Copies of the 2016, 2017, 2018 and 2019 Substantial  
 11 Amendments were available at the Anchorage Health Department (AHD), Human  
 12 Services Division, Community Safety and Development (CSD), at AHD 825 L Street,  
 13 5<sup>th</sup> Floor, Room 506 and through the MOA Website; and

14  
 15 The program year's (PY) of 2016, 2017, 2018 and 2019 Substantial Amendments  
 16 include reprogramming of CDBG funds in the amount of \$355,600.08; and the  
 17 reprogramming of ESG funds in the amount of \$105,565.

18  
 19 **2016 CDBG Reprogrammed Funding**

20 PY 2016 Substantial Amendment #5 and #6 identifies and reappropriates  
 21 \$25,621.48 from Rural Cap, Child Development Center (CDC) as a To Be  
 22 Determined (TBD) Project funding to the Cook Inlet Housing Authority (CIHA),  
 23 Duke's Place Project. Rural Cap Mobile Home Repair Project identifies and re-  
 24 appropriates \$9,089.31 and United Non Profit LLC identifies and reappropriates  
 25 \$10,922.50 for a total amount of \$ 20,011.81 to the Alaska Literacy Project.

26		
27	Rural Cap, Child Development Center/To Be Determined (TBD)	(\$25,621.48)
28	Cook Inlet Housing Authority (CIHA), Duke's Place_	\$25,621.48
29	Rural Cap, Mobile Home Repair Project (MHRP)	(\$9,089.31)
30	United NonProfit LLC, Rehabilitation Project	(\$10,922.50)
31	Alaska Literacy Program, Rehabilitation Project	<u>\$20,011.81</u>
32		-0-

33 2016 CDBG funds will be reprogrammed and added to existing awards.

34  
 35 **2017 CDBG Reprogrammed Funding**

36 PY 2017 Substantial Amendment #3 and \$4 identifies and reappropriates funding  
 37 of \$51,496 from Downtown Hope Center to Catholic Social Services (CSS)  
 38 Operations Support. Cook Inlet Housing Authority (CIHA) Elizabeth Place identifies  
 39 and reappropriates funding of \$5,494 to Cook Inlet Housing Authority (CIHA)  
 40 Downtown Duke's Place. Rural Cap Mobile Home Repair Project identifies and re-  
 41 appropriates funding of \$26,827.43 to the Alaska Literacy Project.

42		
43	Downtown Hope Center	(\$51,496.00)
44	Catholic Social Services (CSS) Operations Support	\$51,496.00
45	Cook Inlet Housing Authority(CIHA), Elizabeth Place	(\$5,494.00)
46	Cook Inlet Housing Authority (CIHA), Duke's Place	\$5,494.00

1	Rural Cap, Mobile Home Repair (MHRP)	(\$26,827.43)
2	Alaska Literacy Project, Rehabilitation Project	<u>\$26,827.43</u>
3		-0-
4		
5	2017 CDBG funds will be reprogrammed and added to existing awards.	
6		
7	<b>2018 CDBG Reprogrammed Funding</b>	
8	PY 2018 Substantial Amendment #2 To Be Determined funding of \$72,000 identifies	
9	and awards funding to Catholic Social Services (CSS) Operations Support.	
10		
11	To Be Determined (TBD)	(\$72,000.00)
12	Catholic Social Services (CSS) Operations Support	<u>\$72,000.00</u>
13		-0-
14	2018 CDBG funds will be reprogrammed and added to existing awards.	
15		
16	<b>2019 CDBG Reprogrammed Funding</b>	
17	PY 2019 Public Services To Be Determined not previously awarded funding of	
18	\$41,534 and Capital Project To Be Determined funding of \$112,615.36 was	
19	identified and reappropriated to Alaska Literacy Project in the amount of \$12,615.36,	
20	Catholic Social Services (CSS) Brother Francis Shelter, Security Fence in the	
21	amount \$100,000 and Catholic Social Services Operations Support in the amount	
22	of \$41,534.	
23		
24	To Be Determined (TBD), Housing Project	(\$112,615.36)
25	To Be Determined (TBD), Public Services	(\$41,534.00)
26	Alaska Literacy Project, Rehabilitation Project	\$12,615.36
27	Catholic Social Services (CSS), Brother Francis	
28	Shelter, Security Fence	\$100,000.00
29	Catholic Social Services (CSS) Operations Support	<u>\$41,534.00</u>
30		-0-
31	2019 CDBG funds will be reprogrammed and added to existing awards.	
32		
33	<b>2017 ESG Reprogrammed Funding</b>	
34	PY 2017 ESG funding identifies and reappropriates funding of \$45,565 from	
35	Downtown Hope Center, Emergency Shelter and from MOA Homeless Prevention	
36	funding of \$60,000 to Catholic Social Services (CSS) Shelter Operations in the	
37	amount of \$105,565.	
38		
39	Downtown Hope Center, Emergency Shelter	(\$45,565.00)
40	Municipality of Anchorage, Homeless Prevention	(\$60,000.00)
41	Catholic Social Services (CSS) Shelter Operations	<u>\$105,565.00</u>
42		-0-
43	2017 ESG funds will be reprogrammed and added to existing awards.	
44		

1 Based on approval of this resolution the Anchorage Health Department intends to  
2 make the above grant awards and contracts upon the approval of awards and  
3 contracts from the Anchorage Municipal Assembly.  
4

5 **THE ADMINISTRATION RECOMMENDS APPROVAL.**  
6

7 Prepared by: Gina M. Riggs-Kaiser, AHD, HS/CSD  
8 Approved by: Natasha Pineda, Director, AHD  
9 Concur: Lance Wilber, Director, Office of Management & Budget  
10 Concur: Alexander Slivka, CFO  
11 Concur: William D. Falsey, Municipal Manager  
12 Respectfully Submitted: Ethan A. Berkowitz, Mayor

Municipal Clerk's Office  
**Approved**  
Date: **October 13, 2020**

Submitted by: Chair of the Assembly at the  
Request of the Mayor  
Prepared by: Anchorage Health  
Department  
For Reading: September 29, 2020

ANCHORAGE, ALASKA  
AR No. 2020-362

1 **A RESOLUTION OF THE MUNICIPALITY OF ANCHORAGE APPROPRIATING**  
2 **AND ADOPTING U. S. HOUSING AND URBAN DEVELOPMENT (HUD),**  
3 **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING THROUGH**  
4 **THE HUD CARES ACT AS A SPECIAL ALLOCATION, TO BE USED TO**  
5 **PREVENT, PREPARE FOR, AND RESPOND TO THE CORONAVIRUS (COVID-**  
6 **19), CDBG CV 1 PROGRAM FUNDING IN THE AMOUNT OF ONE MILLION**  
7 **SEVENTY THOUSAND EIGHTY-SIX DOLLARS (\$1,070,086) WHEN TENDERED**  
8 **AND EMERGENCY SOLUTIONS GRANT (ESG) THROUGH HUD CARES ACT**  
9 **AS A SPECIAL ALLOCATION, TO BE USED TO PREVENT, PREPARE FOR**  
10 **AND RESPOND TO THE CORONAVIRUS (COVID-19), ESG CV 1 IN THE**  
11 **AMOUNT OF FIVE HUNDRED TWENTY-ONE THOUSAND ONE HUNDRED**  
12 **NINETY-THREE DOLLARS (\$521,193) WHEN TENDERED AND ESG CV 2 IN**  
13 **THE AMOUNT OF THREE MILLION SEVEN HUNDRED SEVENTY-FOUR**  
14 **THOUSAND TWENTY-FOUR DOLLARS (\$3,774,024) WHEN TENDERED,**  
15 **THROUGH 2019 SUBSTANTIAL AMENDMENT #3, ALL TO THE FEDERAL**  
16 **GRANTS FUND (241) FOR THE ANCHORAGE HEALTH DEPARTMENT, ON**  
17 **THE 2019 HOUSING AND COMMUNITY DEVELOPMENT ANNUAL ACTION**  
18 **PLAN AND AMENDMENT TO THE MUNICIPALITY OF ANCHORAGE CITIZEN**  
19 **PARTICIPATION PLAN.**

20  
21 **WHEREAS**, the Assembly adopted and appropriated funding for the 2019 Action  
22 Plan (AR 2019-238 and AM 489-2019), Substantial Amendment #1 (AR 2019-425  
23 and AM 792-2019), and Substantial Amendment #2 (AR 2020-219 and AM 359-  
24 2020); and

25  
26 **WHEREAS**, the Citizen Participation Plan which is published in the 2019 Action  
27 Plan requires Assembly approval of a substantial amendment for projects  
28 reprogrammed or not specifically identified in the approved 2019 Action Plans; and

29  
30 **WHEREAS**, the MOA is submitting changes to the 2018-2022 Consolidated Plan to  
31 HUD that outline the program of activities to be undertaken with CDBG CV 1 and  
32 ESG CV 1 and 2; and

33  
34 **WHEREAS**, the program year (PY) of 2019 Substantial Amendment #3 includes  
35 reprogramming of \$85,848.64 of previously unallocated 2019 CDBG funds, the  
36 addition of CDBG CV 1: \$1,070,086 and ESG CV 1 and 2: \$4,295,217, and an  
37 amendment to the Municipality of Anchorage Citizen Participation Plan.

38  
39 **2019 CDBG Not Previously Award Funding**  
40 To Be Determined (TBD) Housing Program (\$56,270.64)  
41 To Be Determined (TBD) Public Services (29,578.00)

1	To Be Determined (TBD) for Coronavirus Relief	<u>\$85,848.64</u>
2		-0-
3	<b>2019 CDBG CV 1 Funding</b>	
4	Administration and General Costs, 20% Admin Cap	\$214,018
5	To Be Determined Projects to move individuals to Permanent Housing	<u>\$856,068</u>
6	CDBG CV 1 Total	<u>\$1,070,086</u>
7		
8	<b>2019 ESG CV 1</b>	
9	Administration and General Costs, 10% Admin Cap	\$52,119
10	Catholic Social Services (CSS), Rapid Rehousing Program	\$296,000
11	Municipality of Anchorage, AHD, ADRC Homeless Prevention	<u>\$173,074</u>
12	ESG CV 1 Total	<u>\$521,193</u>
13		
14	<b>2019 ESG CV 2</b>	
15	Administration and General Costs, 10% Admin Cap	\$377,402
16	To Be Determined Projects, Emergency Support Operations	
17	and Essential Services	\$2,783,696
18	Abused Women's in Aid Crisis, (AWAIC), Victims of Domestic	
19	Violence	\$100,000
20	Catholic Social Services (CSS), Clare House	\$100,000
21	Covenant House for Youths	\$100,000
22	Municipality of Anchorage, AHD, ADRC Homeless Prevention	\$86,926
23	Salvation Army, (SA) McKinnell House	\$100,000
24	To Be Determined Projects, Homeless Outreach	<u>\$126,000</u>
25	ESG CV 2 Total	<u>\$3,774,024</u>

26  
27 **Municipality of Anchorage Citizen Participation Plan**

28 The 2019 Action Plan Substantial Amendment #3 will Amend the Municipality of  
29 Anchorage Citizen Participation Plan to add the following: "When the Municipality is  
30 concerned about significant public health risks that may result from holding in-  
31 person public hearings, the Municipality may undertake a virtual public hearing  
32 (alone, or in concert with an in-person hearing) and allow questions in real time, with  
33 answers coming directly from the Municipality to all attendees. As with an in-person  
34 hearing, the Municipality will provide accessibility for persons with disabilities and  
35 Limited English Proficiency to participate."

36  
37 "The ESG CV funds require no consultation and citizen participation; however the  
38 MOA is required to publish how the allocation has or will be used on the appropriate  
39 MOA web page. MOA has published the ESG CV allocations on the AHD  
40 Community and Safety Development web page, before the funds are awarded. The  
41 CDBG CV required public comment period is reduced to not less than 5 days and a  
42 virtual public hearing is allowed. The CARES Act modifies some CDBG rules and  
43 authorizes the Secretary of HUD to grant waivers and alternative requirements."

44  
45 **NOW THEREFORE, THE ANCHORAGE ASSEMBLY RESOLVES:**  
46

1 **Section 1.** That One Million Seventy Thousand Eighty-Six Dollars (\$1,070,086) of  
2 CDBG funding through the HUD CARES Act as a special allocation is appropriated,  
3 when tendered, to the Federal Grants Fund (241900) Anchorage Health  
4 Department, to be used to prevent, prepare for and respond to the Coronavirus  
5 (COVID-19).  
6

7 **Section 2.** That Five Hundred Twenty-One Thousand One Hundred Ninety-Three  
8 Dollars (\$521,193) of ESG CV 1 funding through the HUD CARES Act as a special  
9 allocation is appropriated, when tendered, to the Federal Grants Fund (241900)  
10 Anchorage Health Department, to be used to prevent, prepare for and respond to  
11 the Coronavirus (COVID-19).  
12

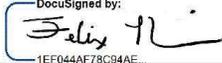
13 **Section 3.** That Three Million Seven Hundred Seventy-Four Thousand Twenty-  
14 Four Dollars (\$3,774,024) of ESG CV 2 funding through the HUD CARES Act as a  
15 special allocation is appropriated, when tendered, to the Federal Grants Fund  
16 (241900) Anchorage Health Department, to be used to prevent, prepare for and  
17 respond to the Coronavirus (COVID-19).  
18

19 **Section 4.** The Assembly adopts 2019 Substantial Amendment #3 of the 2019  
20 Action Plan for all reprogrammed and awarded funding and amends the Anchorage  
21 Citizen Participation Plan.  
22

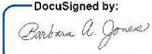
23 **Section 5** Based on approval by the Anchorage Municipal Assembly of this  
24 resolution, AHD will make the above grant awards and contract agreements.  
25

26 **Section 6.** This resolution shall become effective immediately upon passage and  
27 approval by the Anchorage Municipal Assembly.  
28

29 PASSED AND APPROVED by the Anchorage Assembly this 13th day of October,  
30 2020.  
31

32   
33 \_\_\_\_\_  
34 DocuSigned by:  
35 Felix N.  
36 1EF044AF78C94AE  
37 Chair

38 ATTEST:

39   
40 \_\_\_\_\_  
41 D968C7461BE245A  
42 Municipal Clerk

43 Department of Appropriation:  
44  
45 Anchorage Health Department: \$5,365,303



MUNICIPALITY OF ANCHORAGE  
ASSEMBLY MEMORANDUM

No. AM 585-2020

Meeting Date: September 29, 2020

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**From:** Mayor

**Subject:** A RESOLUTION OF THE MUNICIPALITY OF ANCHORAGE APPROPRIATING AND ADOPTING U. S. HOUSING AND URBAN DEVELOPMENT (HUD), COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING THROUGH THE HUD CARES ACT AS A SPECIAL ALLOCATION, TO BE USED TO PREVENT, PREPARE FOR, AND RESPOND TO THE CORONAVIRUS (COVID-19), CDBG CV 1 PROGRAM FUNDING IN THE AMOUNT OF ONE MILLION SEVENTY THOUSAND EIGHTY-SIX DOLLARS (\$1,070,086) WHEN TENDERED AND EMERGENCY SOLUTIONS GRANT (ESG) THROUGH HUD CARES ACT AS A SPECIAL ALLOCATION, TO BE USED TO PREVENT, PREPARE FOR AND RESPOND TO THE CORONAVIRUS (COVID-19), ESG CV 1 IN THE AMOUNT OF FIVE HUNDRED TWENTY-ONE THOUSAND ONE HUNDRED NINETY-THREE DOLLARS (\$521,193) WHEN TENDERED AND ESG CV 2 IN THE AMOUNT OF THREE MILLION SEVEN HUNDRED SEVENTY-FOUR THOUSAND TWENTY-FOUR DOLLARS (\$3,774,024) WHEN TENDERED, THROUGH 2019 SUBSTANTIAL AMENDMENT #3, ALL TO THE FEDERAL GRANTS FUND (241) FOR THE ANCHORAGE HEALTH DEPARTMENT, ON THE 2019 HOUSING AND COMMUNITY DEVELOPMENT ANNUAL ACTION PLAN AND AMENDMENT TO THE MUNICIPALITY OF ANCHORAGE CITIZEN PARTICIPATION PLAN.

The purpose of the resolution is to amend the 2019 Action Plans of the 2018-2022 Housing and Community Development Consolidated Plans to include all projects awarded, to the 2019 Action Plan, and amend the Municipality of Anchorage Citizen Participation Plan. The Anchorage Citizen Participation Plan which is published and circulated requires Assembly approval of a substantial amendment for project funding reprogrammed or not specifically identified in the 2019 Action Plan.

The 2019 Action Plan was developed in accordance with Housing and Urban Development (HUD) and federal regulations. The Plans and Substantial Amendments can be found on the Anchorage Health Department (AHD) Human Services Division, Community Safety and Development's (CSD) website.

Programs for program year (PY) 2019 address the needs of the Municipality's lower-income and homeless residents. This allocation was authorized by the

1 | Coronavirus Aid, Relief and Economic Security Act (CARES Act) to respond to the  
 2 | growing effects of this historic public health crisis. The CARES Act adds additional  
 3 | flexibility to both CDBG and ESG in these unprecedented times.

4 |  
 5 | The public comment period on CDBG was reduced to not less than 5 days  
 6 | in accordance with the regulations for public health reasons. The ESGCV funds  
 7 | require no consultation and citizen participation. A public notice published in the  
 8 | Anchorage Daily News on August 11, 2020 announced the public hearing and  
 9 | comment period. A public hearing was held on August 14, 2020 to listen to the  
 10 | citizen's comments. Public testimony and comments were accepted through 10:00  
 11 | AM August 18, 2020. The 2019 Substantial Amendment #3 was available through  
 12 | the MOA at <https://tinyurl.com/CSD2019ActionPlan> and the 2019 Substantial  
 13 | Amendment #3 proposed amendments memo was posted at  
 14 | [www.muni.org/departments/health/hip/csd/documents/covid2019actionplansa3si](http://www.muni.org/departments/health/hip/csd/documents/covid2019actionplansa3signed.pdf)  
 15 | [gned.pdf](http://www.muni.org/departments/health/hip/csd/documents/covid2019actionplansa3signed.pdf). A summary of the Substantial Amendment is at  
 16 | [www.muni.org/departments/health/hip/csd/documents/2019ActionPlanSA3Summ](http://www.muni.org/departments/health/hip/csd/documents/2019ActionPlanSA3Summary.pdf)  
 17 | [ary.pdf](http://www.muni.org/departments/health/hip/csd/documents/2019ActionPlanSA3Summary.pdf).

18 | CDBG and ESG grants are managed by AHD. The Housing and Community  
 19 | Development Annual Action Plan was developed by the Mayor, Municipal Manager  
 20 | and AHD.

21 |  
 22 | **2019 CDBG Not Previously Awarded Funding**

23   To Be Determined (TBD) Housing Program	(\$56,270.64)
24   To Be Determined (TBD) Public Services	(\$29,578.00)
25   To Be Determined (TBD) for Coronavirus Relief	<u>\$85,848.64</u>
26	-0-

27 |  
 28 | **2019 CDBG CV 1 Funding**

29   Administration and General Costs, 20% Admin Cap	\$ 214,018
30   To Be Determined Projects to move individuals to Permanent Housing	<u>\$ 856,068</u>
31   CDBG CV 1 Total	\$1,070,086

32 |  
 33 | **2019 ESG CV 1**

34   Administration and General Costs, 10% Admin Cap	\$52,119
35   Catholic Social Services (CSS), Rapid Rehousing Program	\$296,000
36   Municipality of Anchorage, AHD, ADRC Homeless Prevention	<u>\$173,074</u>
37   ESG CV 1 Total	\$521,193

38 |  
 39 | **2019 ESG CV 2**

40   Administration and General Costs, 10% Admin Cap	\$ 377,402
41   To Be Determined Projects, Emergency Support Operations	
42   and Essential Services	\$2,783,696
43   Abused Women's in Aid Crisis, (AWAIC), Victims of Domestic	
44   Violence	\$100,000
45   Catholic Social Services (CSS), Clare House	\$100,000
46   Covenant House for Youths	\$100,000

1	Municipality of Anchorage, AHD, ADRC Homeless Prevention	\$86,926
2	Salvation Army, (SA) McKinnell House	\$100,000
3	To Be Determined Projects, Homeless Outreach	<u>\$126,000</u>
4	ESG CV 2 Total	\$3,774,024

5  
6 The CARES Act adds flexibility for CDBG CV grant, as it authorizes the Secretary  
7 of HUD to grant waivers and alternative requirements of statutes and regulations in  
8 connection with the use of CDBG CV funds. CDBG eliminates the public service  
9 cap for coronavirus-related activities and allow states and local governments to  
10 reimburse allowable costs of eligible activities regardless of the dates the costs were  
11 incurred starting March 1, 2020. Additional waiver authority is provided in 24 CFR  
12 5.110 and 91.600.

13  
14 CARES ESG CV 1 and 2 funding can be used to cover or reimburse allowable costs  
15 incurred.

16  
17 ESG funds may deviate from applicable procurement standards when using these  
18 funds to procure goods or services to prevent, prepare for and respond to  
19 coronavirus, notwithstanding 24 CFR 576.407(f) and 2 CFR 200.317 and 200.326.  
20 ESG funds are not subject to the spending cap on emergency shelter and outreach  
21 under 24 CFR 576.100(b)(1); up to 10 percent of funds may be used for  
22 administrative costs, as opposed to 7.5 percent as provided by 24 CFR 576.108(a);  
23 funds are exempt from ESG match requirements including 24 CFR 576.201; funds  
24 are not subject to consultation and citizen participation requirements, however each  
25 recipient must publish how its allocation has and will be used, at minimum on the  
26 Internet at the appropriate Government website or through electronic media; funds  
27 may be used to provide homelessness prevention assistance under 24 CFR  
28 576.103 to any individual or family who does not have income higher than HUD's  
29 Very Low-Income Limit for the area and meets the criteria of "at risk of  
30 homelessness" definition in 24 CFR 576.3.

31  
32 **BUDGET INFORMATION DETAIL:**

33  
34 Anchorage Health Department  
35 Federal Grants Fund (241900)

36  
37 **REVENUES**

38 <b>Account Number</b>	39 <b>Description</b>	40 <b>Amount</b>
241900-2000124-80002456-405100	Federal Grant Revenue	1,070,086

41  
42 **EXPENDITURES**

43 <b>Account Number</b>	44 <b>Description</b>	45 <b>Amount</b>
241900-2000124-80002451-501010	Administration	177,794
241900-2000124-80002452-511010	Operating Supplies	9,605
241900-2000124-80002453-540110	Contract w/Outside Org	856,068
241900-2000124-80002454-615200	Indirect Cost	<u>26,619</u>

1	Total		1,070,086
2			
3	<b>REVENUES</b>		
4	<b>Account Number</b>	<b>Description</b>	<b>Amount</b>
5	241900-2000125-80002435-405100	Federal Grant Revenue	521,193
6	<b>EXPENDITURES</b>		
7	<b>Account Number</b>	<b>Description</b>	<b>Amount</b>
8	241900-2000125-80002432-501010	Administration	39,926
9	241900-2000125-80002434-540110	Contract w/Outside Org	469,074
10	241900-2000125-80002433-615200	Indirect Cost	<u>12,193</u>
11	Total		521,193
12			
13	<b>REVENUES</b>		
14	<b>Account Number</b>	<b>Description</b>	<b>Amount</b>
15	241900-2000126-80002460-405100	Federal Grant Revenue	3,774,024
16			
17	<b>EXPENDITURES</b>		
18	<b>Account Number</b>	<b>Description</b>	<b>Amount</b>
19	241900-2000126-80002436-501010	Administration	287,280
20	241900-2000126-80002437-511010	Operating Supplies	1,830
21	241900-2000126-80002438-540110	Contract w/Outside Org	3,396,622
22	241900-2000126-80002459-615200	Indirect Cost	<u>88,292</u>
23	Total		3,774,024
24			
25	<b>Municipality of Anchorage Citizen Participation Plan</b>		
26	The 2019 Action Plan Substantial Amendment #3 will Amend the Municipality of		
27	Anchorage Citizen Participation Plan to add the following: "When the Municipality is		
28	concerned about significant public health risks that may result from holding in-		
29	person public hearings, the Municipality may undertake a virtual public hearing		
30	(alone, or in concert with an in-person hearing) and allow questions in real time, with		
31	answers coming directly from the Municipality to all attendees. As with an in-person		
32	hearing, the Municipality will provide accessibility for persons with disabilities and		
33	Limited English Proficiency to participate."		
34			
35	"The ESG-CV funds require no consultation and citizen participation; however the		
36	MOA is required to publish how the allocation has or will be used on the appropriate		
37	MOA web page. MOA will publish the ESG CV allocations on the AHD Community		
38	and Safety Development web page before funds are awarded. The CDBG CV		
39	required public comment period is reduced to not less than 5 days and a virtual		
40	public hearing is allowed."		
41			
42	THE Substantial Amendments are consistent with the 2018-2022 MOA's Housing		
43	and Community Development Consolidated Plan and under HUD CARES Act		
44	CDBG and ESG grant funds meet HUD's national objectives.		
45			

1 The CARES Act adds flexibility for CDBG CV grant, as it authorizes the Secretary  
2 of HUD to grant waivers and alternative requirements of statutes and regulations in  
3 connection with the use of CDBG CV funds. CDBG eliminates the public service  
4 cap for coronavirus-related activities and allow states and local governments to  
5 reimburse allowable costs of eligible activities regardless of the dates the costs were  
6 incurred starting March 1, 2020. Additional waiver authority is provided in 24 CFR  
7 5.110 and 91.600.

8  
9 CARES ESG CV 1 and 2 funding can be used to cover or reimburse allowable costs  
10 incurred.

11  
12 ESG funds may deviate from applicable procurement standards when using these  
13 funds to procure goods or services to prevent, prepare for and respond to  
14 coronavirus, notwithstanding 24 CFR 576.407(f) and 2 CFR 200.317 and 200.326.  
15 ESG funds are not subject to the spending cap on emergency shelter and outreach  
16 under 24 CFR 576.100(b)(1); up to 10 percent of funds may be used for  
17 administrative costs, as opposed to 7.5 percent as provided by 24 CFR 576.108(a);  
18 funds are exempt from ESG match requirements including 24 CFR 576.201; funds  
19 are not subject to consultation and citizen participation requirements, however each  
20 recipient must publish how its allocation has and will be used, at minimum on the  
21 Internet at the appropriate Government website or through electronic media; funds  
22 may be used to provide homelessness prevention assistance under 24 CFR  
23 576.103 to any individual or family who does not have income higher than HUD's  
24 Very Low-Income Limit for the area and meets the criteria of "at risk of  
25 homelessness" definition in 24 CFR 576.3.

26  
27 The CARES Act authorizes HUD to grant waivers of and specify alternative  
28 requirements in connection with the use of CDBG and ESG funds (except for  
29 requirements related to fair housing, nondiscrimination, labor standards and the  
30 environment).

31  
32 Based on Assembly approval of the resolution, the Anchorage Health Department  
33 will make the above grant awards and contracts and amend the Anchorage Citizen  
34 Participation Plan.

35  
36 **THE ADMINISTRATION RECOMMENDS APPROVAL.**

37  
38 Prepared by: James H. Boehm, AHD, HS/CSD  
39 Approved by: Heather Harris, Director, AHD  
40 Concur: Lance Wilber, Director, OMB  
41 Fund Certification: Alexander Slivka, CFO  
42 241900-2000124-80002456-405100 \$1,070,086  
43 (Subject to receipt of executed grant agreement)  
44 (CDBG Entitlement)  
45 241900-2000125-80002435-405100) \$521,193  
46 (Subject to receipt of executed grant agreement)

1 (ESG Entitlement)  
2 241900-2000126-80002460-405100 \$3,774,024  
3 (Subject to receipt of executed grant agreement)  
4 (ESG Entitlement)  
5 Concur: William D. Falsey, Municipal Manager  
6 Respectfully Submitted: Ethan A. Berkowitz, Mayor

## Appendix D - Certifications

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### CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Anti-Lobbying** -- To the best of the jurisdiction's knowledge and belief:

No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

 6/18/19  
Signature/Authorized Official      Date

## Specific CDBG Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan** -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);

Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2019, (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;

Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

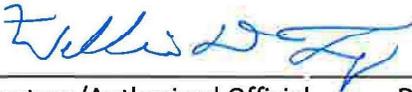
A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

Compliance with Laws -- It will comply with applicable laws.

 6/18/19

Signature/Authorized Official      Date

MUNICIPAL MANAGER  
Title

OPTIONAL CERTIFICATION CDBG

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having a urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

  
Signature/Authorized Official

6/18/15  
Date

MUNICIPAL MANAGER  
Title

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

  
Signature/Authorized Official      6/18/19  
Date

MUNICIPAL MANAGER  
Title

## ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

**Major rehabilitation/conversion** – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

**Matching Funds** – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

**Confidentiality** – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction’s consolidated plan.

Discharge Policy – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) to prevent this discharge from immediately resulting in homelessness for these persons.

Walter King 6/18/19 \_\_\_\_\_  
Signature/Authorized Official Date

MUNICIPAL MANAGER  
Title

## APPENDIX TO CERTIFICATIONS

### INSTRUCTIONS CONCERNING LOBBYING:

#### A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**CERTIFICATIONS**

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Anti-Lobbying** -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

*Anna C. Henderson*  
Signature/Authorized Official

February 25, 2021  
Date

**Specific CDBG Certifications**

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan** -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. **Overall Benefit.** The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) N/A, (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

**Compliance with Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

**Compliance with Laws** -- It will comply with applicable laws.

Anna C. Henderson      February 25, 2021  
Signature/Authorized Official      Date

Municipal Manager  
Title

**OPTIONAL CERTIFICATION CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having a urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Anna C Henderson      February 25, 2021  
Signature/Authorized Official      Date

Municipal Manager  
Title

**Specific HOME Certifications**

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

**Eligible Activities and Costs** -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

**Appropriate Financial Assistance** -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

Anna C. Henderson  
Signature/Authorized Official

February 25, 2021  
Date

Municipal Manager  
Title

### ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

**Major rehabilitation/conversion** – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

**Matching Funds** – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

**Confidentiality** – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction’s consolidated plan.

**Discharge Policy** – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from

publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

Anna C. Henderson  
Signature/Authorized Official

February 25, 2021  
Date

Municipal Manager  
Title

**APPENDIX TO CERTIFICATIONS**

**INSTRUCTIONS CONCERNING LOBBYING:**

**A. Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## Appendix I – ESG-CV CERTIFICATIONS

*The following ESG-CV certifications must be submitted by all States and non-States applying to receive Emergency Solutions Grants Program funding under the CARES Act. These certifications are the same standard ESG certifications HUD requires from non-States, except that the match certification is removed and the CARES Act's exemption of temporary emergency shelters is expressly stated in the "Major rehabilitation/conversion/renovation" and "Essential Services and Operating Costs."*

### **Emergency Solutions Grants Certifications for ESG-CV funds**

With respect to Emergency Solutions Grants Program funding provided under the CARES Act, the Emergency Solutions Grants Program recipient certifies that:

**Major rehabilitation/conversion/renovation** – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation. EXCEPTION: In accordance with the CARES Act, the certifications in this paragraph do not apply with respect to CARES Act funding that is used to provide temporary emergency shelters (through leasing of existing property, temporary structures, or other means) to prevent, prepare for, and respond to coronavirus.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the recipient serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area. EXCEPTION: In accordance with the CARES Act, the certification in this paragraph does not apply with respect to CARES Act funding that is used to provide temporary emergency shelters (through leasing of existing property, temporary structures, or other means) to prevent, prepare for, and respond to coronavirus.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The recipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim

services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for these individuals.

**Confidentiality** – The recipient has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the recipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the recipient undertakes with assistance under ESG are consistent with its consolidated plan.

**Discharge Policy** – The recipient will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

Anna C. Henderson  
Signature of Authorized Official

February 25, 2021  
Date

Municipal Manager  
Title

### **Appendix III – ESG CERTIFICATIONS FOR NON-STATES USING ANNUAL ESG FUNDS IN ACCORDANCE WITH FLEXIBILITIES AND REQUIREMENTS ESTABLISHED FOR ESG-CV FUNDS**

*The following ESG certifications are allowed but not required to be submitted for each annual ESG grant under which an ESG recipient other than a State intends use its available funds to prevent, prepare for, or respond to coronavirus in accordance with flexibilities and requirements established for ESG-CV funds. These certifications are the same standard ESG certifications HUD requires from non-States, except that the match certification is removed and the CARES Act's exemption of temporary emergency shelters is expressly stated in the "Major rehabilitation/conversion/renovation" and "Essential Services and Operating Costs." For purposes of annual ESG funds that are not used to prevent, prepare for, or respond to coronavirus in accordance with flexibilities and requirements established for ESG-CV funds, however, these certifications cannot be used in place of the standard ESG certifications the recipient must submit for its for annual ESG grants.*

#### **Emergency Solutions Grants Certifications**

With respect to annual ESG grant funds to be used to prevent, prepare for, or respond to coronavirus in accordance with flexibilities and requirements established for ESG-CV funds, the Emergency Solutions Grants Program recipient certifies that:

**Major rehabilitation/conversion/renovation** – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation. **EXCEPTION:** As provided by HUD in accordance with the CARES Act, the certifications in this paragraph do not apply with respect to funding that is used to provide temporary emergency shelters (through leasing of existing property, temporary structures, or other means) to prevent, prepare for, and respond to coronavirus.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the recipient serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area. **EXCEPTION:** As provided by HUD in accordance with the CARES Act, the certification in this

paragraph does not apply with respect to funding that is used to provide temporary emergency shelters (through leasing of existing property, temporary structures, or other means) to prevent, prepare for, and respond to coronavirus.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The recipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for these individuals.

**Confidentiality** – The recipient has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the recipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the recipient undertakes with assistance under ESG are consistent with its consolidated plan.

**Discharge Policy** – The recipient will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

Anna C Henderson

Signature of Authorized Official

February 25, 2021

Date

Municipal Manager

Title

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# Appendix E - SF-424s

OMB Number: 4040-0004  
Expiration Date: 12/31/2019

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/>  * Other (Specify): <input type="text"/>
* 3. Date Received: 05/23/2019	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: Municipality of Anchorage	5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: Municipality of Anchorage		
* b. Employer/Taxpayer Identification Number (EIN/IIN): 92-0059987	* c. Organizational DUNS: 0766670130000	
<b>d. Address:</b>		
* Street1: P. O. Box 196650	Street2: <input type="text"/>	
* City: Anchorage	County/Parish: Anchorage Borough-Municipality	
* State: AK: Alaska	Province: <input type="text"/>	
* Country: USA: UNITED STATES	* Zip / Postal Code: 99519-6650	
<b>e. Organizational Unit:</b>		
Department Name: Anchorage Health Department	Division Name: Human Services-CSD	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: Mrs.	* First Name: Natasha	
Middle Name: M.	* Last Name: Pineda	
Suffix: <input type="text"/>	Title: Director	
Organizational Affiliation: Anchorage Health Department (AHD)		
* Telephone Number: 907-343-4650	Fax Number: 907-343-6740	
* Email: natasha.pineda@anchorageak.gov		

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

U. S. Housing and Urban Development (HUD), CPD

**11. Catalog of Federal Domestic Assistance Number:**

14.218

CFDA Title:

Community Development Block Grant/Entitlement Grants (CDBG)

**\* 12. Funding Opportunity Number:**

N/A

\* Title:

N/A

**13. Competition Identification Number:**

N/A

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

within the Municipality of Anchorage jurisdiction.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424	
<b>16. Congressional Districts Of:</b>	
* a. Applicant	Alaska
* b. Program/Project	Alaska
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
<b>17. Proposed Project:</b>	
* a. Start Date:	01/01/2019
* b. End Date:	12/31/2019
<b>18. Estimated Funding (\$):</b>	
* a. Federal	1,720,154.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	0.00
* g. TOTAL	1,720,154.00
<b>* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/>	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
<b>* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)</b>	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
<b>21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)</b>	
<input checked="" type="checkbox"/> ** I AGREE	
<small>** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</small>	
<b>Authorized Representative:</b>	
Prefix:	Mr.
* First Name:	William (Bill)
Middle Name:	D.
* Last Name:	Falsey
Suffix:	
* Title:	Municipal Manager
* Telephone Number:	907-343-7121
Fax Number:	907-249-7405
* Email:	william.falsey@anchorageak.gov
* Signature of Authorized Representative:	
* Date Signed:	06/04/2019

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: 09/05/2019	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: Municipality of Anchorage	5b. Federal Award Identifier: <input type="text"/>	
<b>State Use Only:</b>		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: Municipality of Anchorage		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 92-0059987	* c. Organizational DUNS: 0766670130000	
<b>d. Address:</b>		
* Street1: P. O. Box 196650	Street2: <input type="text"/>	
* City: Anchorage	County/Parish: Anchorage Borough-Municipality	
* State: AK: Alaska	Province: <input type="text"/>	
* Country: USA: UNITED STATES	* Zip / Postal Code: 99519-6650	
<b>e. Organizational Unit:</b>		
Department Name: Anchorage Health Department	Division Name: Human Services-CSD	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: Mrs.	* First Name: Natasha	
Middle Name: M.	* Last Name: Pineda	
Suffix: <input type="text"/>	Title: Director	
Organizational Affiliation: Anchorage Health Department (AHD)		
* Telephone Number: 907-343-4650	Fax Number: 907-343-6740	
* Email: natasha.pineda@anchorageak.gov		

Application for Federal Assistance SF-424	
<p><b>* 9. Type of Applicant 1: Select Applicant Type:</b></p> <input type="text" value="C: City or Township Government"/> <p>Type of Applicant 2: Select Applicant Type:</p> <input type="text"/> <p>Type of Applicant 3: Select Applicant Type:</p> <input type="text"/> <p>* Other (specify):</p> <input type="text"/>	
<p><b>* 10. Name of Federal Agency:</b></p> <input type="text" value="U. S. Housing and Urban Development (HUD), CPD"/>	
<p><b>11. Catalog of Federal Domestic Assistance Number:</b></p> <input type="text" value="14.239"/> <p>CFDA Title:</p> <input type="text" value="HOME Investment Partnership Program (HOME)"/>	
<p><b>* 12. Funding Opportunity Number:</b></p> <input type="text" value="N/A"/> <p>* Title:</p> <input type="text" value="N/A"/>	
<p><b>13. Competition Identification Number:</b></p> <input type="text" value="N/A"/> <p>Title:</p> <input type="text"/>	
<p><b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b></p> <input type="text"/> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> </div>	
<p><b>* 15. Descriptive Title of Applicant's Project:</b></p> <input type="text" value="Within the Municipality of Anchorage jurisdiction."/>	
<p>Attach supporting documents as specified in agency instructions.</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/> </div>	

<b>Application for Federal Assistance SF-424</b>	
<b>16. Congressional Districts Of:</b>	
* a. Applicant <input type="text" value="Alaska"/>	* b. Program/Project <input type="text" value="Alaska"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
<b>17. Proposed Project:</b>	
* a. Start Date: <input type="text" value="01/01/2019"/>	* b. End Date: <input type="text" value="12/31/2019"/>
<b>18. Estimated Funding (\$):</b>	
* a. Federal	<input type="text" value="377,364.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value=""/>
* d. Local	<input type="text" value=""/>
* e. Other	<input type="text" value=""/>
* f. Program Income	<input type="text" value="115,000.00"/>
* g. TOTAL	<input type="text" value="492,364.00"/>
<b>* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/>	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
<b>* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)</b>	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
<b>21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)</b>	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
<b>Authorized Representative:</b>	
Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="William (Bill)"/>
Middle Name: <input type="text" value="D."/>	
* Last Name: <input type="text" value="Falsey"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="Municipal Manager"/>	
* Telephone Number: <input type="text" value="907-343-7121"/>	Fax Number: <input type="text" value="907-249-7405"/>
* Email: <input type="text" value="william.falsey@anchorageak.gov"/>	
* Signature of Authorized Representative: 	* Date Signed: <input type="text" value="09/05/2019"/>

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: 05/23/2019	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: Municipality of Anchorage	5b. Federal Award Identifier: <input type="text"/>	
<b>State Use Only:</b>		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: Municipality of Anchorage		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 92-0059987	* c. Organizational DUNS: 0766670130000	
<b>d. Address:</b>		
* Street1: P. O. Box 196650	Street2: <input type="text"/>	
* City: Anchorage	County/Parish: Anchorage Borough-Municipality	
* State: AK: Alaska	Province: <input type="text"/>	
* Country: USA: UNITED STATES	* Zip / Postal Code: 99519-6650	
<b>e. Organizational Unit:</b>		
Department Name: Anchorage Health Department	Division Name: Human Services-CSD	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: Mrs.	* First Name: Natasha	
Middle Name: M.	* Last Name: Pineda	
Suffix: <input type="text"/>	Title: Director	
Organizational Affiliation: Anchorage Health Department (AHD)		
* Telephone Number: 907-343-4650	* Fax Number: 907-343-6740	
* Email: natasha.pineda@anchorageak.gov		

Application for Federal Assistance SF-424			
<p><b>* 9. Type of Applicant 1: Select Applicant Type:</b></p> <input type="text" value="C: City or Township Government"/> <p>Type of Applicant 2: Select Applicant Type:</p> <input type="text"/> <p>Type of Applicant 3: Select Applicant Type:</p> <input type="text"/> <p>* Other (specify):</p> <input type="text"/>			
<p><b>* 10. Name of Federal Agency:</b></p> <input type="text" value="U. S. Housing and Urban Development (HUD), CPD"/>			
<p><b>11. Catalog of Federal Domestic Assistance Number:</b></p> <input type="text" value="14.239"/> <p>CFDA Title:</p> <input type="text" value="Emergency Solutions Grant (ESG)"/>			
<p><b>* 12. Funding Opportunity Number:</b></p> <input type="text" value="N/A"/> <p>* Title:</p> <input type="text" value="N/A"/>			
<p><b>13. Competition Identification Number:</b></p> <input type="text" value="N/A"/> <p>Title:</p> <input type="text"/>			
<p><b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b></p> <input type="text"/> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>Add Attachment</span> <span>Delete Attachment</span> <span>View Attachment</span> </div>			
<p><b>* 15. Descriptive Title of Applicant's Project:</b></p> <input type="text" value="Within the Municipality of Anchorage jurisdiction."/>			
<p>Attach supporting documents as specified in agency instructions</p> <div style="display: flex; justify-content: space-around;"> <span>Add Attachments</span> <span>Delete Attachments</span> <span>View Attachments</span> </div>			

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="146,461.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value=""/>
* d. Local	<input type="text" value=""/>
* e. Other	<input type="text" value="146,461.00"/>
* f. Program Income	<input type="text" value=""/>
* g. TOTAL	<input type="text" value="292,922.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:



\* Date Signed:

Application for Federal Assistance SF-424	
<b>* 9. Type of Applicant 1: Select Applicant Type:</b> <input type="text" value="C: City or Township Government"/> <b>Type of Applicant 2: Select Applicant Type:</b> <input type="text"/> <b>Type of Applicant 3: Select Applicant Type:</b> <input type="text"/> <b>* Other (specify):</b> <input type="text"/>	
<b>* 10. Name of Federal Agency:</b> <input type="text" value="U.S. Housing and Urban Development (HUD), CPD"/>	
<b>11. Catalog of Federal Domestic Assistance Number:</b> <input type="text" value="14.218"/> <b>CFDA Title:</b> <input type="text" value="Community Development Block Grant-CV, CDBG-CV"/>	
<b>* 12. Funding Opportunity Number:</b> <input type="text" value="NA"/> <b>* Title:</b> <input type="text" value="NA"/>	
<b>13. Competition Identification Number:</b> <input type="text" value="NA"/> <b>Title:</b> <input type="text"/>	
<b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b> <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
<b>* 15. Descriptive Title of Applicant's Project:</b> <input type="text" value="Within the Municipality of Anchorage Jurisdiction"/>	
Attach supporting documents as specified in agency instructions. <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>	

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text" value="01/13/2021"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text" value="Municipality of Anchorage"/>		5b. Federal Award Identifier: <input type="text"/>
<b>State Use Only:</b>		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: <input type="text" value="Municipality of Anchorage"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="92-0059987"/>		* c. Organizational DUNS: <input type="text" value="0766670130000"/>
<b>d. Address:</b>		
* Street1:	<input type="text" value="P.O. Box 196650"/>	
Street2:	<input type="text"/>	
* City:	<input type="text" value="Anchorage"/>	
County/Parish:	<input type="text" value="Anchorage Borough-Municipality"/>	
* State:	<input type="text" value="AK: Alaska"/>	
Province:	<input type="text"/>	
* Country:	<input type="text" value="USA: UNITED STATES"/>	
* Zip / Postal Code:	<input type="text" value="99519-6650"/>	
<b>e. Organizational Unit:</b>		
Department Name: <input type="text" value="Anchorage Health Department"/>		Division Name: <input type="text" value="Human Services Division- CSD"/>
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: <input type="text" value="Mrs."/>	* First Name:	<input type="text" value="Heather"/>
Middle Name:	<input type="text"/>	
* Last Name:	<input type="text" value="Harris"/>	
Suffix:	<input type="text"/>	
Title:	<input type="text" value="Director"/>	
Organizational Affiliation: <input type="text" value="Anchorage Health Department (AHD)"/>		
* Telephone Number:	<input type="text" value="(907) 343-6730"/>	Fax Number: <input type="text" value="(907) 343-6740"/>
* Email:	<input type="text" value="heather.harris@anchorageak.gov"/>	

Application for Federal Assistance SF-424	
<b>16. Congressional Districts Of:</b>	
* a. Applicant: <input type="text" value="Alaska"/>	* b. Program/Project: <input type="text" value="Alaska"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
<b>17. Proposed Project:</b>	
* a. Start Date: <input type="text" value="01/01/2020"/>	* b. End Date: <input type="text" value="12/31/2025"/>
<b>18. Estimated Funding (\$):</b>	
* a. Federal	<input type="text" value="1,070,086.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="1,070,086.00"/>
<b>* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> .	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
<b>* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)</b>	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
<b>21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)</b>	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
<b>Authorized Representative:</b>	
Prefix: <input type="text" value="Ms."/>	* First Name: <input type="text" value="Anna"/>
Middle Name: <input type="text" value="C."/>	
* Last Name: <input type="text" value="Henderson"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="Municipal Manager"/>	
* Telephone Number: <input type="text" value="(907) 343-7121"/>	Fax Number: <input type="text" value="(907) 249-7405"/>
* Email: <input type="text" value="Anna.Henderson@anchorageak.gov"/>	
* Signature of Authorized Representative: <input type="text" value="Anna C Henderson"/>	* Date Signed: <input type="text" value="January 11, 2021"/>

## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4901 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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Standard Form 424D (Rev. 7-97)  
Prescribed by OMB Circular A-102

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Municipal Manager
APPLICANT ORGANIZATION	DATE SUBMITTED
Municipality of Anchorage	December 28, 2020

SF-424D (Rev. 7-97) Back

JB KB M DF

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text" value="01/13/2021"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text" value="Municipality of Anchorage"/>	5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: <input type="text" value="Municipality of Anchorage"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="92-0059987"/>	* c. Organizational DUNS: <input type="text" value="0766670130000"/>	
d. Address:		
* Street1: <input type="text" value="P.O. Box 196650"/>	Street2: <input type="text"/>	
* City: <input type="text" value="Anchorage"/>	County/Parish: <input type="text" value="Anchorage Borough-Municipality"/>	
* State: <input type="text" value="AK: Alaska"/>	Province: <input type="text"/>	
* Country: <input type="text" value="USA: UNITED STATES"/>	* Zip / Postal Code: <input type="text" value="99519-6650"/>	
e. Organizational Unit:		
Department Name: <input type="text" value="Anchorage Health Department"/>	Division Name: <input type="text" value="Human Services Division- CSD"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text" value="Mrs."/>	* First Name: <input type="text" value="Heather"/>	
Middle Name: <input type="text"/>	* Last Name: <input type="text" value="Harris"/>	
Suffix: <input type="text"/>	Title: <input type="text" value="Director"/>	
Organizational Affiliation: <input type="text" value="Anchorage Health Department (AHD)"/>		
* Telephone Number: <input type="text" value="(907) 343-6730"/>	Fax Number: <input type="text" value="(907) 343-6740"/>	
* Email: <input type="text" value="heather.harris@anchorageak.gov"/>		

Application for Federal Assistance SF-424	
<b>* 9. Type of Applicant 1: Select Applicant Type:</b> <input type="text" value="C: City or Township Government"/> <b>Type of Applicant 2: Select Applicant Type:</b> <input type="text"/> <b>Type of Applicant 3: Select Applicant Type:</b> <input type="text"/> <b>* Other (specify):</b> <input type="text"/>	
<b>* 10. Name of Federal Agency:</b> <input type="text" value="U.S. Housing and Urban Development (HUD), CPD"/>	
<b>11. Catalog of Federal Domestic Assistance Number:</b> <input type="text" value="14.231"/> <b>CFDA Title:</b> <input type="text" value="Emergency Solutions Grant-CV, ESG-CV"/>	
<b>* 12. Funding Opportunity Number:</b> <input type="text" value="NA"/> <b>* Title:</b> <input type="text" value="NA"/>	
<b>13. Competition Identification Number:</b> <input type="text" value="NA"/> <b>Title:</b> <input type="text"/>	
<b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b> <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
<b>* 15. Descriptive Title of Applicant's Project:</b> <input type="text" value="Within the Municipality of Anchorage Jurisdiction"/>	
Attach supporting documents as specified in agency instructions. <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>	

Application for Federal Assistance SF-424	
<b>16. Congressional Districts Of:</b>	
* a. Applicant	Alaska
* b. Program/Project	Alaska
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
<b>17. Proposed Project:</b>	
* a. Start Date:	01/01/2020
* b. End Date:	09/30/2022
<b>18. Estimated Funding (\$):</b>	
* a. Federal	4,295,217.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	4,295,217.00
<b>* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> .	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
<b>* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)</b>	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
<b>21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)</b>	
<input checked="" type="checkbox"/> ** I AGREE	
<small>** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</small>	
<b>Authorized Representative:</b>	
Prefix:	Ms.
* First Name:	Anna
Middle Name:	C.
* Last Name:	Henderson
Suffix:	
* Title:	Municipal Manager
* Telephone Number:	(907) 343-7121
Fax Number:	(907) 249-7405
* Email:	Anna.Henderson@anchorageak.gov
* Signature of Authorized Representative:	<div style="border: 2px solid red; background-color: yellow; padding: 5px; display: inline-block;"> <i>Anna C. Henderson</i> </div>
* Date Signed:	January 11, 2021

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

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**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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Prescribed by OMB Circular A-102

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
<i>Anna C. Henderson</i>	Municipal Manager
APPLICANT ORGANIZATION	DATE SUBMITTED
Municipality of Anchorage	February 25, 2021

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## **Appendix F - Written standards for providing ESG assistance**

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### **Municipality of Anchorage**



### **ESG POLICIES AND PROCEDURES**

Policies and Procedures for the MOA/AHD ESG and ESG-CV Funding

**DRAFT 01/25/2021**

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## Municipality of Anchorage, Emergency Solutions Grant

### Policies and Procedures Guide

#### Program Purpose

CFDA Number: 14.231

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) amended the McKinney-Vento Home Assistance Act, revising the Emergency Shelter Grants (ESG) Program in many ways and renaming it the Emergency Solutions Grants program that was authorized by subtitle B of title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C 11371-11378).

This guide is largely a consolidation of standards for ESG set by HUD and other entities as applicable. While the guide is designed to be a convenient reference and not an exhaustive review of all regulations and guidance associated with the ESG program. Grantees and recipients are to familiarize themselves with federal requirements and any other applicable guidance associated with ESG. It is incumbent upon the grantee to understand ESG program requirements.

#### FAIR HOUSING AND EQUAL OPPORTUNITY

The requirements in 24 CFR part 5, subpart A are applicable, including the nondiscrimination and equal opportunity requirements at 24 CFR 5.105(a). Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701u, and implementing regulations at 24 CFR part 135 apply, except that homeless individuals have priority over other Section 3 residents in accordance with § 576.405(c).

The grantee and recipients must make known that use of the facilities, assistance, and services are available to all on a nondiscriminatory basis. If it is unlikely that the procedures the sub-grantee intends to use to make known the availability of the facilities, assistance, and services will reach persons of any particular race, color, religion, sex, age, national origin, familial status, or disability who may qualify for those facilities and services, the grantee must establish additional procedures that ensure that those persons are made aware of the facilities, assistance, and services. The recipient must take appropriate steps to ensure effective communication with persons with disabilities including, but not limited to, adopting procedures that will make available to interested persons information concerning the location of assistance, services, and facilities that are accessible to persons with disabilities.

#### LANGUAGE ACCESS PLAN

Consistent with Title VI and Executive Order 13166, grantees and recipients are also required to take reasonable steps to ensure meaningful access to programs and activities for limited English

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proficiency (LEP) persons. An individual's ability to speak, read, write or understand English cannot impede his or her access to programs or activities. The grantees and recipients must assess the need for language assistance within its service area by conducting a Four Factor Analysis to understand the languages spoken by LEP persons and how to provide needed language assistance.

The Four Factor Analysis must consider:

1. The number or proportion of LEP persons served or encountered in the eligible service population.
2. The frequency with which LEP persons encounter the program.
3. The nature and importance of the program, activity, or service.
4. The resources available to execute the program and costs of providing LEP services.

Based on the Four Factor Analysis, the grantee and recipients must prepare a Language Access Plan (LAP) to include:

- a. The name of the individual responsible for coordination of LEP compliance;
- b. A training plan on LEP requirements for all staff involved in programs and activities funded by the federal government and awarded by MOA;
- c. The languages identified from the Four Factor Analysis;
- d. A plan for language services based on language assistance needs identified in the Four Factor Analysis;
- e. A schedule for translating and disseminating vital documents; and
- f. A policy for updating the Four Factor Analysis and LAP.

Further, the grantee and subrecipients must maintain documents regarding its efforts to comply with LEP requirements, including tracking LEP services provided to eligible persons, provide evidence of compliance with its locally adopted LAP to HUD upon request, review and update its Four Factor Analysis at least every five years, and resolve any findings related to its LEP obligations by taking corrective action. Repeated violations may require other appropriate enforcement mechanisms up to and including referral to HUD or repayment of awarded funds.

Further, the grantee and recipient must maintain documents regarding its efforts to comply with LEP requirements, including tracking LEP services provided to eligible persons and providing evidence of compliance.

#### ACCESS TO HOUSING FINAL RULE

On February 3, 2012, HUD published a final rule titled "Equal Access to Housing and HUD Programs Regardless of Sexual Orientation or Gender Identity." This rule, known as the "Equal Access Rule," became effective on March 5, 2012. The Equal Access Rule applies to all McKinney-Vento funded housing programs, including ESG. It creates a new regulatory provision that generally prohibits considering a person's marital status, sexual orientation, or gender identity in making eligibility determinations for housing.

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In July 2014, HUD published FAQ ID 1529, which addresses the applicability of the term *family* in the Equal Access Rule. The FAQ defines *family* as applicable to the ESG program as follows:

*Family* includes, but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity, any group of persons presenting for assistance together with or without children and irrespective of age, relationship, or whether a member of the household has a disability. A child who is temporarily away from the home because of placement in foster care is considered a member of the family.

What this means is that any group of people that present together for assistance and identify themselves as a family, regardless of age or relationship or other factors, are a family and must be served together as such. Further, a recipient or subrecipient receiving funds under the ESG or CoC Programs cannot discriminate against a group of people presenting as a family based on the composition of the family (e.g., adults and children or just adults), the age of any member's family, the disability status of any members of the family, marital status, actual or perceived sexual orientation, or gender identity.

The FAQ further clarifies that while it is acceptable for a shelter or housing program to limit assistance to households with children, it may not limit assistance to only women with children. Such a shelter or program must also serve the following family types, should they present, in order to follow the Equal Access Rule:

- Single male head of household with minor child(ren); and
- Any household made up of two or more adults, regardless of sexual orientation, marital status, or gender identity, presenting with minor child(ren).

The emergency shelter or housing program would not be required to serve families composed of only adult members and could deny access to these types of families provided that all adult-only families are treated equally, regardless of sexual orientation, marital status, or gender identity.

#### EQUAL ACCESS IN ACCORDANCE WITH GENDER IDENTITY

On September 21, 2016, HUD published a final rule in the Federal Register entitled "Equal Access in Accordance with an Individual's Gender Identity in Community Planning and Development Programs." Through this final rule, HUD ensures equal access to individuals in accordance with their gender identity in programs and shelter funded under programs administered by HUD's Office of Community Planning and Development (CPD). This rule builds upon HUD's February 2012 final rule entitled "Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity" (2012 Equal Access Rule), which aimed to ensure that HUD's housing programs would be open to all eligible individuals and families regardless of sexual orientation, gender identity, or marital status. The final rule requires that recipients and subrecipients of CPD funding, as well as owners, operators, and managers of shelters, and other buildings and facilities and providers of services funded in whole or in part by any CPD program, to grant equal access to such facilities, and

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other buildings and facilities, benefits, accommodations and services to individuals in accordance with the individual's gender identity, and in a manner that affords equal access to the individual's family.

All MOA ESG grantees and recipients must comply with requirements of the Equal Access to Housing Final Rule, the Equal Access in Accordance with Gender Identity Final Rule, and any applicable guidance, regardless of whether the ESG sub-grantee is a victim service or faith-based provider. Non-compliance may result in termination of ESG funding. The regulation and guidance cited above, as well as further guidance from HUD, may be accessed at the following websites. All ESG recipients are expected to review this material in its entirety.

Equal Access to Housing and Equal Access in Accordance with Gender Identity Final Rules can be found at: <https://www.hudexchange.info/resource/1991/equal-access-to-housing-final-rule/>

FAQ 1529,  
<https://www.hudexchange.info/faqs/1529/how-is-the-definition-of-family-that-was-included/>

#### Violence Against Women Act COMPLIANCE

The grantee and subrecipient is required to comply with the Violence Against Women Act (VAWA) Reauthorization of 2013 to include the prohibition against denial or termination of assistance based on the fact the applicant or tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, per 24 CFR part 5, subpart L and 576.409. If the grantee determines eligibility for or administers rental assistance, the grantee is also expected to satisfy additional VAWA regulatory requirements to include, but not limited to, providing a notification and certification to recipients of rental assistance at specified times, adopting an emergency transfer plan applicable to its program, and protecting confidentiality of victims pursuant to the requirements in 24 CFR part 5, subpart L and 576.409.

#### EMERGENCY TRANSFER PLAN

Part of the regulations requires that each ESG grantee and recipient who provides rental assistance adopt an Emergency Transfer Plan no later than June 14, 2017 based on HUD's model Emergency Transfer Plan. The Emergency Transfer Plan will allow eligible tenants to request and make an internal transfer when a safe unit is immediately available and receive assistance regarding external transfers.

Specifically, the Emergency Transfer Plan must:

- Define participants eligible for an emergency transfer;
- List documentation needed to request an emergency transfer;
- Outline confidentiality protections; and
- Describe how an emergency transfer may occur.

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Although HUD's model Plan contains the specific elements that must be adopted by all grantees and recipients, they also have discretion as to other elements that should be included in their plans. HUD has encouraged all grantees and recipients to include as much specific information applicable to the transfer as possible and reflect the unique requirements or features of their programs. Note that in addition to the minimum requirements listed above, agencies must include language in their Plans as required by their program specific regulations. See 576.409 and 574.604.

The HUD model Emergency Transfer Plan, and other model documents, can be found at the following website: [https://portal.hud.gov/hudportal/HUD?src=/program\\_offices/housing/mfh](https://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh)

#### NOTICE AND CERTIFICATION TO TENANTS

VAWA compliance also requires agencies to provide two HUD forms entitled "Notice of Occupancy Rights under the Violence Against Women Act" and "Certification of Domestic Violence, Dating Violence, Sexual Assault or Stalking" (both attached) to applicants and tenants at each of the following times:

- (i) At the time the applicant is denied assistance or admission under a covered housing program;
- (ii) Where these statements or records are unobtainable, a written record of the intake worker's due diligence in attempting to obtain these statements or records should be documented.  
Where a move was due to the individual or family fleeing domestic violence, dating violence, sexual assault, or stalking, then the intake worker may alternatively obtain a written certification from the individual or head of household seeking assistance that they were fleeing that situation and that they resided at that address;
- (iii) With any notification of eviction or notification of termination of assistance; and
- (iv) During the annual recertification or lease renewal process, whichever is applicable, or if there will be no recertification or lease renewal for a tenant during the 12 months following December 16, 2016, then through other means.

#### Other Requirements

VAWA includes requirements in addition to those listed above with which sub-grantees must familiarize themselves and comply. Further information can be found at the following website: <https://www.hudexchange.info/resource/4718/federal-register-notice-proposed-rule-violence-against-women-act-2013-vawa-2013/>

#### FAITH BASED ACTIVITIES

Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to receive ESG funds. Neither the Federal Government nor a State or local government receiving funds under ESG shall discriminate against an organization based on the organization's religious character or affiliation.

Organizations that are directly funded under the ESG program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under ESG. If an organization conducts these activities, the activities must be offered separately, in time or location, from the programs or services funded under ESG, and participation must be voluntary for program participants.

Any religious organization that receives ESG funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, provided that the religious organization does not use direct ESG funds to support any inherently religious activities, such as worship, religious instruction, or proselytization. Among other things, faith-based organizations may use space in their facilities to provide ESG-funded services, without removing religious art, icons, scriptures, or other religious symbols. In addition, an ESG-funded religious organization retains its authority over its internal governance, and the organization may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.

An organization that receives ESG funds shall not, in providing ESG assistance, discriminate against a program participant or prospective program participant based on religion or religious belief.

ESG funds may not be used for the rehabilitation of structures to the extent that those structures are used for inherently religious activities. ESG funds may be used for the rehabilitation of structures only to the extent that those structures are used for conducting eligible activities under the ESG program. Where a structure is used for both eligible and inherently religious activities, ESG funds may not exceed the cost of those portions of the rehabilitation that are attributable to eligible activities in accordance with the cost accounting requirements applicable to ESG funds.

Sanctuaries, chapels, or other rooms that an ESG-funded religious congregation uses as its principal place of worship, however, are ineligible for funded improvements under the program. Disposition of real property after the term of the grant, or any change in use of the property during the term of the grant, is subject to government-wide regulations governing real property disposition (*see* 24 CFR parts 84 and 85).

If the recipient or a grantee that is a local government voluntarily contributes its own funds to supplement federally funded activities, the recipient or grantee has the option to segregate the Federal funds or commingle them. However, if the funds are commingled, this section applies to all the commingled funds.

## COORDINATED ENTRY

All ESG sub-grantees located in the Balance of State Continuum of Care (CoC) must use the coordinated assessment system developed by the Balance of State CoC once it is operational. This system will include all homeless subpopulations and involve the use of a standardized assessment tool that will result in referrals to those seeking assistance based upon a uniform decision-making process. The system will ensure that those with the greatest needs receive priority for housing and service provision and that no unnecessary barriers exist for individuals to receive assistance. ESG sub-grantees located in a CoC other than the Balance of State must use the coordinated assessment system developed by the CoC(s) in which they are located.

### **Area-wide system coordination requirements as per 24 CFR 576.400:**

Since 1995, HUD has required that communities submit a single application for homeless assistance funding through a coordinated system. In 2009, the HEARTH Act codified the Continuum of Care (CoC) as a planning and funding mechanism and consolidated three competitive homeless assistance grant programs (Supportive Housing, Shelter Plus Care and Single Room Occupancy), into a single grant program. The consolidation and codification of the CoC planning processes were intended to increase efficiency and effectiveness in providing housing and services to those experiencing homelessness. The recipient is to consult with the CoC that serves the recipient's jurisdiction in determining how to allocate ESG funds each program year as per 24 CFR 576.400.

There is no single method to address these requirements, HUD encourages recipients to collaborate with the CoC.

The recipient must consult with each Continuum of Care that serves the recipient's jurisdiction in determining how to allocate ESG funds each program year; developing the performance standards for, and evaluating the outcomes of, projects and activities assisted by ESG funds; and developing funding, policies, and procedures for the administration and operation of the HMIS.

The recipient and its subrecipients must coordinate and integrate, to the maximum extent practicable, ESG-funded activities with other programs targeted to homeless people in the area covered by the Continuum of Care or area over which the services are coordinated to provide a strategic, community-wide system to prevent and end homelessness for that area.

Each year, HUD awards funding competitively to eligible project applicants which can be States, units of general-purpose, local governments and nonprofit organizations collectively known as recipients. Recipients may contract or subgrant with government entities or with other organizations.

Recipients must consult with the Continuums of Care (CoC) operating within the jurisdiction in determining how to allocate ESG funds. All ESG recipients are required to coordinate with each other and to comply with additional requirements established by the HEARTH ACT.

The CoC programs are designed to assist sheltered and unsheltered homeless people by providing housing or services needed to help individuals move into transitional and permanent housing, with the goal of long-term stability.

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The CoC is responsible for:

- Designing and tooling the local application for HUD CoC Program funds,
- CoC planning ranks funding priorities and local needs,
- Operating the CoC that includes coordinating the implementation of a housing and service system for those experiencing homelessness within its geographic area,
- Operating and designating a Homeless Management Information Operating System (HMIS),
- Coordinating other funding streams and resources to targeted homeless programs.

In some jurisdictions a local or state government-established is the Interagency Council on Homelessness and in many communities the Continuum of Care maybe the coordinating body.

ESG grantees and recipients must match grant funds with an equal amount of cash and/or noncash contributions, dollar for dollar.

Recipients must establish and consistently apply or require that subrecipients establish and consistently apply written standards to each funding component of ESG assistance.

ESG is intended to prevent persons who are housed from becoming homeless by helping them regain stability in their current housing or permanent housing. Eligible consumers must be at imminent risk of homelessness, homeless under other federal statues; fleeing/attempting to flee domestic violence or meet the criteria for being at risk of homelessness and have an income at or below 30% of median income. Eligible consumers must lack the resources or support networks to help them retain or obtain appropriate, stable housing. Eligibility determination and prioritization must comply with HUD Program Standards.

#### **HOUSING FIRST APPROACH**

The MOA ESG program prioritizes projects with a low-barriers approach to homeless services and a focus on permanent housing placement as quickly as possible. This is also known as the Housing First approach. Projects committed to the Housing First approach must ensure that they do not screen out any individuals or families for assistance based upon perceived barriers to housing or services. Examples of perceived barriers include, but are not limited to, the following:

- Having too little or no income;
- Current or past substance abuse;
- Having a criminal record (except for state mandated restrictions);
- Having a history of domestic violence.

In addition, assistance may not be terminated to any recipients based upon these barriers.

Examples of this include:

- Failure to participate in supportive services and case management activities;
- Failure to make progress on a services plan;

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- Loss of income or failure to improve income;
- Being a victim of domestic violence.

#### **ESG WRITTEN STANDARDS**

Pursuant to the HEARTH ESG Interim Rule, all ESG recipients are required to develop certain policies and procedures for recipients to use when providing ESG assistance. Following a collaborative development process with the Balance of State Continuum of Care (CoC), the ESG Entitlement has adopted the Balance of State Continuum of Care Written Standards. These standards are applicable to all sub-grantees awarded ESG funding.

#### **ELIGIBLE ACTIVITIES (PROJECT TYPES)**

All recipients of MOA ESG funds are required to comply with all ESG requirements, including the provision of case management, helping program participants increase income, either via employment assistance or through the acquisition of mainstream benefits, and helping program participants move into and remain in permanent housing. MOA reserves the right to update requirements for all projects at its discretion.

Regulations: 24 CFR Part 576.

The ESG Interim Rule took effect on January 4, 2012. The second allocation of FY 2011 ESG funding and future years are all subject to the ESG regulations. The first allocation of FY 2011 ESG funding and prior years are subject to the [Emergency Shelter Grants Program](#) regulations.

ESG is a formula grant program and ESG funding is minimal as HUD sets aside a percentage allocated to the year's appropriation from the prior fiscal year that was allocated to that State, metropolitan city or urban county on all ESG service types as per 24 CFR 576.3. Eligible recipients apply through the U.S. Housing and Urban Development (HUD) Consolidated Planning process in accordance with 24 CFR 91. Eligible recipients generally consist of metropolitan cities, urban counties, territories, and states, as defined in 24 CFR 576.2.

#### **The ESG program provides funding to:**

1. Engage homeless individuals and families living on the street;
2. Improve the number and quality of emergency shelters for homeless individuals and families;
3. Help operate these shelters;
4. Provide essential services to shelter residents;
5. Rapidly re-house homeless individuals and families; and
6. Prevent families and individuals from becoming homeless.

ESG funds may be used for five program components: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and HMIS; as well as administrative activities (up to 7.5% of a recipient's allocation can be used for administrative activities).

#### **ESG General Provisions and expenditure limits of 24 CFR 576.100:**

- a) ESG funds may be used for the five components as set forth in 24 CFR 576.101 through 24 CFR 576.107 as well as administrative activities as set forth in 24 CFR 576.108.
- b) There are funding limitations on Street Outreach and Emergency Shelter activities, the recipient award amount cannot exceed the greater 60% of the recipient's fiscal year or the amount of Fiscal Year 2010 grant funds committed for homeless assistance activities.
- c) The total amount of ESG funds that may be used for administrative activities cannot exceed 7.5% of the recipient's fiscal year grant.
- d) Subject to cost principles in 2 CFR 200, subpart E, and other requirements in this part, employee compensation and other overhead costs directly related to carrying out eligible costs of the program components. These costs are not subject to the expenditure limit in paragraph c. in this section.

#### **ELIGIBLE ESG PROGRAM COMPONENTS**

##### **Street Outreach**

Essential Services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care. Eligible costs include engagement, case management, emergency health and mental health services, transportation, and services for special populations.

The term "unsheltered homeless people" is defined as follows by 24 CFR § 576.2(1)(i) –

- (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - i. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground.

There are 6 eligible activities for street outreach, defined by 24 CFR § 576.101 as follows:

##### **1) Engagement**

The location, identification and relationship building with unsheltered homeless people and the engagement of them for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs. Eligible activities include assessment of needs and eligibility; providing crisis counseling; addressing urgent physical needs and actively connecting and providing information and referrals

to programs targeted to homeless people and mainstream social services and housing programs. Eligible costs include the cell phone costs of outreach workers during the performance of these activities.

2) Case management

The assessment of housing and service needs and implementing individualized services to meet the needs of the program participant. Eligible services and activities are as follows: using the centralized or coordinated assessment system as required under § 576.400(d); conducting the initial evaluation required under § 576.401(a); including verifying and documenting eligibility; counseling; developing, securing and coordinating services; obtaining Federal, State, and local benefits; monitoring and evaluating program participant progress; providing information and referrals to other providers; and developing an individualized housing and service plan, including planning a path to permanent housing stability.

3) Emergency health services

Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals operating in community-based settings, including streets, parks, and other places where unsheltered homeless people are living. Eligible treatment consists of developing a treatment plan; assisting program participants to understand their health needs; providing directly or obtaining emergency medical treatment; and providing medication and follow-up services.

4) Emergency mental health services

Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions operating in community-based settings, including streets, parks, and other places where unsheltered people are living. Eligible treatment consists of crisis interventions, the prescription of psychotropic medications, explanation of the use and management of medications, and combinations of therapeutic approaches to address multiple problems.

5) Transportation

The transportation costs of travel by outreach workers, social workers, medical professionals, or other service providers are eligible, provided that this travel takes place during the provision of services eligible under this section. The costs of transporting unsheltered people to emergency shelters or other service facilities are also eligible.

6) Services for special populations

ESG funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible under paragraphs (a)(1) through (a)(5) of this section.

Outreach programs should consider the use of an assessment form that is suited to a street assessment. This should include the options of diversion and placements directly into permanent housing.

24 CFR 576.101.

### **Emergency Shelter**

Shelter Operations, including maintenance, rent, repair, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.

Based on the HEARTH ESG Interim Rule located at 24 CFR § 576, “emergency shelter means any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements.” Funded emergency shelter projects should have low barriers to entry and participation. Shelter stays should be avoided if possible, and when not possible, limited to the shortest time necessary to help participants regain permanent housing. Emergency shelter projects should be closely linked to an array of services in order to accomplish the goal of stable permanent housing. Linked services may include, but are not limited to, rapid re-housing, transitional housing, affordable housing placement, and employment. Linkages should also be made to applicable mainstream programs such as SOAR, food stamps (SNAP), TANF, etc.

Subject to explicit approval, ESG funds may be used for costs of providing essential services to homeless families and individuals in emergency shelters, and costs of operating emergency shelters. Eligible cost items, based on 24 CFR § 576, are described as follows.

#### **1) Case management**

The cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant is eligible. Component services and activities consist of:

- (A) Using the centralized or coordinated assessment system as required under § 576.400(d);
- (B) Conducting the initial evaluation required under § 576.401(a), including verifying and documenting eligibility;
- (C) Counseling;
- (D) Developing, securing, and coordinating services and obtaining Federal, State, and local benefits;
- (E) Monitoring and evaluating program participant progress;
- (F) Providing information and referrals to other providers;
- (G) Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking; and
- (H) Developing an individualized housing and service plan, including planning a path to permanent housing stability.

#### **2) Childcare**

The costs of childcare for program participants, including providing meals and snacks, and comprehensive and coordinated sets of appropriate developmental activities, are eligible. The

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children must be under the age of 13, unless they are disabled. Disabled children must be under the age of 18. The child-care center must be licensed by the jurisdiction in which it operates for its costs to be eligible.

### 3) Education services

When necessary for the program participant to obtain and maintain housing, the costs of improving knowledge and basic educational skills are eligible. Services include instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED). Component services or activities are screening, assessment and testing; individual or group instruction; tutoring; provision of books, supplies and instructional material; counseling; and referral to community resources.

### 4) Employment assistance and job training

The costs of employment assistance and job training programs are eligible, including classroom, online, and/or computer instruction; on-the-job instruction; and services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. Learning skills include those skills that can be used to secure and retain a job. Services that assist individuals in securing employment consist of employment screening, assessment, or testing; structured job skills and job-seeking skills; special training and tutoring, including literacy training and prevocational training; books and instructional material; counseling or job coaching and referrals to community resources.

### 5) Outpatient health services

Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals. Emergency Solutions Grant (ESG) funds may be used only for these services to the extent that other appropriate health services are unavailable within the community. Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services; providing medication and follow-up services; and providing preventive and non-cosmetic dental care.

### 6) Legal services

(A) Eligible costs are the hourly fees for legal advice and representation by attorneys licensed and in good standing with the bar association of the State in which the services are provided, and by person(s) under the supervision of the licensed attorney, regarding matters that interfere with the program participant's ability to obtain and retain housing.

(B) Emergency Solutions Grant (ESG) funds may be used only for these services to the extent that other appropriate legal services are unavailable or inaccessible within the community.

(C) Eligible subject matters are child support, guardianship, paternity, emancipation, and legal separation, orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, stalking, and appeal of veterans and public benefit claim denials.

(D) Component services or activities may include client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling.

(E) Fees based on the actual service performed (i.e., fee for service) are also eligible, but only if the cost would be less than the cost of hourly fees. Filing fees and other necessary court costs are also eligible. If the grantee is a legal services provider and performs the services itself, the eligible costs are the grantee's employees' salaries and other costs necessary to perform the services.

(F) Legal services for immigration and citizenship matters and issues relating to mortgages are ineligible costs. Retainer fee arrangements and contingency fee arrangements are ineligible costs.

#### 7) Life skills training

The costs of teaching critical life management skills that may never have been learned or have been lost during physical or mental illness, domestic violence, substance use, and homelessness are eligible costs. These services must be necessary to assist the program participant to function independently in the community. Component life skills training are budgeting resources, managing money, managing a household, resolving conflict, shopping for food and needed items, improving nutrition, using public transportation, and parenting.

#### 8) Mental health services

(A) Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions.

(B) ESG funds may only be used for these services to the extent that other appropriate mental health services are unavailable or inaccessible within the community.

(C) Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas may include family and marital relationships, parent-child problems, or symptom management.

(D) Eligible treatment consists of crisis interventions; individual, family, or group therapy sessions; the prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address multiple problems.

#### 9) Substance abuse treatment services

(A) Eligible substance abuse treatment services are designed to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors and are provided by licensed or certified professionals. (B) ESG funds may only be used for these services to the extent that other appropriate substance abuse treatment services are unavailable or inaccessible within the community.

(C) Eligible treatment consists of client intake and assessment, and outpatient treatment for up to 30 days. Group and individual counseling and drug testing are eligible costs. Inpatient detoxification and other inpatient drug or alcohol treatment are not eligible costs.

#### 10) Transportation

Eligible costs consist of the transportation costs of a program participant's travel to and from medical care, employment, childcare, or other eligible essential services facilities. These costs include the following:

(A) The cost of a program participant's travel on public transportation;

(B) If service workers use their own vehicles, mileage allowance for service workers to visit program participants;

(C) The cost of purchasing or leasing a vehicle for the recipient or grantee in which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes, and maintenance for the vehicle; and (D) The travel costs of recipient or grantee staff to accompany or assist program participants to use public transportation.

#### 11) Shelter operations

Eligible costs are the costs of maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.

##### Family Separation and Emergency Shelter

HUD regulations state that all shelters serving families with children under 18 are prohibited from denying access to families based on the age of a child under 18. This requirement has been issued through the HEARTH Act and the ESG Interim Rule. All DCA funded emergency shelters and transitional housing facilities will comply with this requirement. Non-compliance may result in removal of ESG funds.

#### ESG Definition of Essential Services

- Case Management, the cost of assessing, arranging, coordinating and monitoring the delivery of individual services; use of centralized or coordinated assessment system under 24 CFR 576.400, the initial evaluation which includes verifying and documenting eligibility; counseling; developing and securing coordinated services and obtaining Federal, State and local benefits; monitoring and evaluating program participant's progress; providing information and referrals to other providers, providing an on-going risk assessment and safety plan with victims of domestic violence, sexual assault and stalking and; developing an individualized housing and service plan, including a path to permanent housing.
- Childcare, cost of childcare for program participants under the age of 13.
- Education services, cost of improving knowledge and basic education skills.
- Employment assistance and job training, cost of training and assistance programs.
- Outpatient health services, costs of outpatient treatment of medical conditions.
- Legal services, hourly fees advice for participant's ability to obtain and retain housing.
- Life Skills training, costs of critical life skills training necessary for a participant to function independently in the community.
- Mental Health Services, direct outpatient treatment by professionals.
- Substance Abuse Treatment Services, treatment services to prevent, reduce or eliminate addictive behaviors.
- Transportation services is travel from medical, childcare, employment or other essential services facilities by participant or service workers.
- Service for special populations, services for homeless youth, people with HIV/AIDS and victim services.
- Shelter operations, the eligible costs of operations if rent, security, fuel, equipment, insurance, utilities, food, furnishings and supplies necessary for the operations of the emergency shelter.

- Renovation must be owned by a government entity or private nonprofit organization, these are eligible costs of labor, materials, tools and other costs of renovation. Minimum period of use 10 years.
- Conversion of a building to an emergency shelter. Minimum period of use 10 years.
- Renovation other than major rehabilitation or conversion. Minimum period of use 3 years.
- Assistance required under the Uniform Relocation Assistance (URA) and Real Property Acquisition Act of 1970, for persons displaced by a project assisted with ESG funds.
- Prohibition against involuntary family separation, child under age of 18 must not be basis for denying admission to an emergency shelter that uses ESG funds and provides shelter to families under age 18.
- Minimum period of use of renovated buildings, is to maintain it as a shelter for homeless individuals and families for not less than a period of 3 or 10 years depending on the type of renovation and the value of the building.
- Essential services and shelter operations.
- Maintenance of effort for essential services related to street outreach and services related to emergency shelter.

Renovation, including major rehabilitation or conversion of a building to serve as an emergency shelter. The emergency shelter must be owned by a government entity or private nonprofit organization. The shelter must serve homeless persons for at least 3 or 10 years, depending on the type of renovation and the value of the building. Note: Property acquisition and new construction are ineligible ESG activities.

24 CFR 576.102.

#### **Homelessness Prevention**

Housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to prevent the individual or family from moving to an emergency shelter, a place not meant for human habitation, or another place described in the ESG homeless definition.

The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in their current housing or move into other permanent housing and achieve stability in that housing.

Prevention is most efficiently implemented when targeted to those at greatest risk of losing housing. Households receiving this funding must have an income level at or below 30% Area Median Income (AMI) and must demonstrate that they do not have sufficient resources or support networks to prevent them from moving to an emergency shelter or other place defined under Category 1 of the homeless definition. Enrollment in a prevention program should typically last around 2-6 months, although enrollments may be longer based on circumstances. Enrollment must rely heavily on a case management plan to ensure long term stability for program participants. Grantees and recipients should negotiate with landlords as the first step in resolving eviction crises. Prevention implementations should effectively target households at greatest risk of homelessness and assist

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participants to increase household incomes during enrollment. Linkages should also be made to applicable mainstream programs such as SOAR, food stamps (SNAP), TANF, etc.

Eligible costs include:

- Rental Assistance: rental assistance and rental arrears;
- Financial assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs; and
- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair.

24 CFR 576.103.

### **Rapid Re-Housing**

Housing relocation and stabilization services and/or short-and/or medium-term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing.

The primary goal is to stabilize a program participant in permanent housing as quickly as possible and to provide wrap-around services after the family or individual obtains housing. Households receiving ESG rapid re-housing assistance must have an income level at or below 50% AMI. Enrollment in a rapid re-housing project must rely heavily on a case management plan to ensure long term stability for program participants. Providers are expected to implement a case management plan that will increase household incomes and/or increase access to mainstream benefits for program participants. Linkages should also be made to applicable mainstream programs such as SOAR, food stamps (SNAP), TANF, etc.

Eligible costs include:

- Rental Assistance: rental assistance and rental arrears,
- Financial Assistance: rental application fees, security and utility deposits, utility payments,
- last month's rent, moving costs, Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair.

24 CFR 576.104

Documentation that applicants meet income eligibility guidelines is required for rapid re-housing and prevention. Total household income should include allowable sources from all household members.

The grantee and recipient must require each program participant receiving rapid re-housing or homelessness prevention assistance to notify them, regarding changes in the program participant's income or other circumstances (e.g., changes in household composition) that affect the program participant's eligibility for assistance under ESG. When notified of a relevant change, the grantee

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must re-evaluate the program participant's eligibility, the amount and types of assistance the program participant needs.

Re-Certification determines whether an individual or family is still eligible for a project and is required for all rapid re-housing and prevention projects. It occurs:

- Every 90 days after the project enrollment date, AND
- Annually for those enrolled in the project one (1) year after the initial enrollment date.

Assistance beyond 90 days may not be issued until a 90 day re-certification is complete. Assistance beyond one year may not be issued until annual re-certification is complete.

#### **Data Collection (HMIS)**

ESG funds may be used to pay for the costs of participating in and contributing to the HMIS designated by the Continuum of Care for the area.

HMIS projects are used to supplement efforts made by ESG grantees and recipients to provide complete and accurate data in the HMIS, or comparable database for victim service providers. Eligible costs include software, data entry, limited assistance obtaining HMIS technical assistance and training, and user fees. AHD may limit HMIS awards to specific project types and/or geographic areas, which are subject to change in the application guidelines.

24 CFR 576.107

#### **DEFINITION OF HOMELESS, AT RISK OF HOMELESSNESS, AND CHRONIC HOMELESSNESS**

##### **Homeless Definition**

The HUD homeless definition contains FOUR categories.

##### **Category 1 – Literally Homeless**

Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- (i) Has a primary nighttime residence that is a public or private place not meant for human habitation;
- (ii) Is living in a publicly or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, and local government programs); or
- (iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

Category 1 clients qualify for emergency shelter, transitional housing, rapid re-housing, and supportive services only projects.

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Category 1 clients qualify for street outreach, provided that the individual or family must be living on the streets (or other places not meant for human habitation) and be unwilling or unable to access services in emergency shelter.

Category 2 – Imminent Risk of Homelessness

Individual or family who will imminently lose their primary nighttime residence, provided that:

- (i) Residence will be lost within 14 days of the date of application for homeless assistance;
- (ii) No subsequent residence has been identified; and
- (iii) The individual or family lacks the resources or support networks needed to obtain permanent housing.

Category 2 clients qualify for emergency shelter and prevention.

Category 3 – Homeless Under Other Federal Statutes

Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

- (i) Are defined as homeless under the other listed federal statutes;
- (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;
- (ii) Have experienced persistent instability as measured by two moves or more during the preceding 60 days; and
- (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers.

For the purposes of this definition, other federal statutes for defining homelessness include:

- Section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a)
- Section 637 of the Head Start Act (42 U.S.C. 9832)
- Section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2)
- Section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h))
- Section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012)
- Section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)) OR
- Section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a)

Category 3 clients qualify for emergency shelter.

Category 3 clients qualify for prevention, provided that the individual or family must have an annual income below 30% of AMI.

Category 4 – Fleeing/Attempting to Flee DV

Any individual or family who:

- (i) Is fleeing, or is attempting to flee, domestic violence;

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- (ii) Has no other residence; and
- (iii) Lacks the resources or support networks to obtain other permanent housing.

Category 4 clients qualify for emergency shelter and homelessness prevention.

Category 4 clients qualify for street outreach and rapid re-housing, provided that the individual or family also meets the criteria for Category 1 above. 24 CFR 576.107

#### At Risk of Homelessness Definition

To meet the definition for at risk of homelessness, the individual or family must meet two threshold criteria and must exhibit one or more specified risk factors. The two threshold criteria and risk factors are below.

1. The individual or family must:

- (i) Have income below 30 percent of median income for the geographic area; AND
- (ii) Have insufficient resources immediately available to attain housing stability. *[e.g., family, friends, faith-based or other social networks immediately available]* to prevent them from moving to an emergency shelter or another place described in category 1 of the homeless definition; AND
- (iii) Meet at least one of the following conditions:
  - (A) Has moved frequently because of economic reasons--"2 or more times during the 60 days immediately preceding the application for homelessness prevention assistance."
  - (B) Is living in the home of another because of economic hardship.
  - (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application.
  - (D) Lives in a hotel or motel; ["and the cost of the hotel or motel is not paid for by federal, state, or local government programs for low-income individuals or by charitable organizations."]
  - (E) Lives in severely overcrowded housing; [in a single-room occupancy or efficiency apartment unit in which more than two persons, on average, reside or another type of housing in which there reside more than 1.5 persons per room, as defined by the U.S. Census Bureau.]
  - (F) Is exiting a publicly funded institution; or system of care, [such as a health-care facility, mental health facility, foster care or other youth facility, or correction program or institution.]
  - (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness. (Use the characteristics described in MOA's jurisdictions Consolidated Plan).

#### Chronic Homelessness Definition

Chronically homeless means:

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A “homeless individual with a disability,” as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act, who ...

- Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; AND
- Has been homeless and living as described above continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described above. Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility; or

An individual who has been residing in an institutional care facility, including jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all the criteria above before entering that facility; or

A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets either of the criteria set forth above, including a family whose composition has fluctuated while the head of household has been homeless.

## **DOCUMENTATION AND RECORDKEEPING**

### **Housing Status Documentation**

ESG grantees must establish and follow written intake procedures to ensure program compliance. The procedures must require documentation at intake of the evidence relied upon to establish and verify homeless or at-risk of homelessness status.

### **THIRD PARTY SOURCE**

#### **DOCUMENTS ARE THE PREFERRED METHOD OF VERIFYING AND DOCUMENTING HOUSING STATUS.**

#### **Preferred Order of Documentation**

Pursuant to 24 CFR 576.500(b), the order of priority for evidence establishing and verifying homeless status is:

- 1) Third-party documentation – source documents or statement provided by an outside party,
- 2) Staff/Intake worker observation – documented by ESG staff within the agency,
- 3) Certification from the person seeking assistance – ESG staff must certify efforts made to obtain third party documentation before allowing applicant to self-certify.

Lack of third-party documentation must not prevent an individual or family from being immediately admitted to emergency shelter, receiving street outreach services, or being immediately admitted to shelter or receiving services provided by a victim service provider.

Category 1 Documentation and Certification Requirements

- 1) **Third party written:** A written referral or official communication from another housing or service provider;
  - Third party written documentation must be on official agency stationery of the third party and must be signed and dated by an appropriate agency representative;
  - Alternate requirement: If written verification cannot be obtained on official agency stationery from another housing or service provider, the appropriate AHD approved form should be used. This form must be signed and dated by an appropriate agency representative.
- 2) **Staff observation:** Written observations by an intake or outreach worker of the conditions where the individual or family was living.
  - Intake staff notes on observations must be recorded in writing on the appropriate AHD approved form, signed, and dated by the intake or outreach worker.
  - A description of efforts made by the staff member to obtain third party documentation must be included.
- 3) **HMIS Verification of Homelessness**
  - HMIS or the HMIS COMPARABLE DATABASE can be used to verify homelessness by accessing a client record, determining that the ESG applicant is (at the time of application for ESG funds) enrolled in a program for homeless individuals or families, and printing a screen shot of the HMIS or HMIS COMPARABLE DATABASE as evidence for the file. This method will primarily be used by rapid re-housing providers.
- 4) **Self-Certification:** Certification by the individual or head of household seeking assistance that (s)he was living on the streets or in emergency shelter
  - Self-certification of homelessness must be recorded in writing on the appropriate AHD approved form, signed, and dated by the individual/head of household seeking assistance.
  - A description of efforts made by the staff member to obtain third party documentation and verify homelessness via staff observation must be included.

Category 1 and exiting an institution where (s)he resided for 90 days or less acceptable evidence:

- 1) Evidence listed above for Category 1, and one of the following:
  - (A) Discharge paperwork or a written or oral referral from a social worker, case manager, or other appropriate official of the institution, stating the beginning and end dates of the time residing in the institution.
    - All oral statements must be recorded by the intake worker on the appropriate AHD approved form.
  - (B) Where the evidence listed above in (A) is not obtainable, a written record of the intake worker's due diligence in attempting to obtain the evidence described in (A) and a

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certification by the individual seeking assistance that states he or she is exiting or has just exited an institution where he or she resided for 90 days or less.

- Intake worker due diligence and certification by the individual seeking assistance must be recorded in writing on the appropriate AHD approved form, signed, and dated by the individual exiting the institution.

#### **Category 2 Documentation and Certification Requirements**

- 1) A termination order resulting from an eviction action that requires the individual or family to leave their residence within 30 days after the date of their application for homeless assistance;  
OR
- 2) The equivalent notice under applicable state law, a Notice to Quit, or a Notice to Terminate issued under state law.

For Category 2 applicants whose primary nighttime residence is a hotel or motel room not paid for by charitable organizations or federal, state, or local government programs:

- (A) Evidence that the individual or family lacks the resources necessary to reside there for more than 30 days after the date of application for homeless assistance; OR
- (B) An oral statement by the individual or head of household that the owner or renter of the housing in which they currently reside will not allow them to stay for more than 14 days after the date of application for homeless assistance. The intake worker must record the statement and certify that it was found credible.

#### **To be found credible, the oral statement must:**

- Be verified by the owner or renter of the housing in which the individual or family resides at the time of application for homeless assistance; AND
- Be documented by a written certification by the owner or renter or by the intake worker's recording of the owner or renter's oral statement.

#### **If the intake worker is unable to contact the owner or renter, documentation must include:**

- Written documentation of the intake worker's due diligence in attempting to obtain verification and written certification that the applicant's statement was true and complete; AND
- Certification by the individual or head of household that no subsequent residence has been identified; AND
- Certification or other written documentation that the individual or family lacks the resources and support networks needed to obtain other permanent housing.

#### **Category 3 Documentation and Certification Requirements**

\*Note that ESG projects may only serve Category 3 homeless with explicit permission from AHD. The Category 3 homeless population is expected to be rare in the Balance of State Continuum of Care

and ESG Entitlement Area, as most individuals and families will qualify as homeless under one of the other categories.

- 1) Certification of homeless status by the local private nonprofit organization or state or local governmental entity responsible for administering assistance under the Runaway and Homeless Youth Act (42 U.S.C. 5701 *et seq.*), the Head Start Act (42 U.S.C. 9831 *et seq.*), subtitle N of the Violence Against Women Act of 1994 (42 U.S.C. 14043e *et seq.*), section 330 of the Public Health Service Act (42 U.S.C. 254b), the Food and Nutrition Act of 2008 (7 U.S.C. 2011 *et seq.*), section 17 of the Child Nutrition Act of 1966 (42 U.S.C. 1786), or subtitle B of title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 *et seq.*), as applicable; AND
- 2) Referral by a housing or service provider (third party written), written observation by an outreach worker (staff observation), or certification by the homeless individual or head of household seeking assistance (self-certification), showing that the individual or head of household has not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; AND
- 3) Certification by the individual or head of household and any available supporting documentation that the individual or family moved two or more times during the 60-day period immediately preceding the date of application for homeless assistance, including: recorded statements or records obtained from each owner or renter of housing, provider of shelter or housing, or social worker, case worker, or other appropriate official of a hospital or institution in which the individual or family resided; AND

Where these statements or records are unobtainable, a written record of the intake worker's due diligence in attempting to obtain these statements or records will be needed.

Where a move was due to the individual or family fleeing domestic violence, dating violence, sexual assault, or stalking, then the intake worker may alternatively obtain a written certification from the individual or head of household seeking assistance that they were fleeing that situation and that they resided at that address; AND

- 4) Written diagnosis from a professional who is licensed by the state to diagnose and treat that condition (or intake staff recorded observation of disability that within 45 days of date of the application for assistance is confirmed by a professional who is licensed by the state to diagnose and treat that condition); employment records; department of corrections records; literacy, English proficiency tests; or other reasonable documentation of special needs or 2 or more barriers that would cause reasonable expectation that the individual or family will remain homeless by this definition for an extended period of time.

**Category 4 Documentation and Certification Requirements**

- 1) If the individual or family is receiving shelter or services provided by a victim service provider:

- Self-certification OR staff certification of homelessness, documented on the appropriate AHD approved form, stating that the individual or head of household seeking assistance is fleeing; has no subsequent residence; and lacks resources.
- 2) If the individual or family is receiving shelter or services from a non-victim service provider:
    - Self-certification OR staff certification of homelessness, documented on the appropriate AHD approved form, stating that the individual or head of household seeking assistance is fleeing; has no subsequent residence; and lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, needed to obtain housing.
  - 3) The documentation must certify that the statement is true and complete;
    - Where the safety of the individual or family would not be jeopardized, the domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening condition must be verified by a written observation by the intake worker or a written referral by a housing or service provider, social worker, legal assistance provider, health-care provider, law enforcement agency, legal assistance provider, pastoral counselor, or any other organization from whom the individual or head of household has sought assistance for domestic violence, dating violence, sexual assault, or stalking. The written referral or observation need only include the minimum amount of information necessary to document that the individual or family is fleeing, or attempting to flee domestic violence, dating violence, sexual assault, and stalking.

#### **At Risk of Homelessness Documentation and Certification Requirements**

- 1) In determining the annual income of an individual or family, the recipient or grantee must use the standard for calculating annual income under 24 CFR 5.609. Check guidance for further evidence requirements.
- 2) Evidence of the second eligibility criterion (lacks enough resources to immediately attain housing stability) is:
  - (A) Source documents - notice of termination from employment, unemployment compensation statement, bank statement, health-care bill showing arrears, utility bill showing arrears.
  - (B) To the extent that source documents are unobtainable, a written statement by the relevant third party - (*e.g.*, former employer, public administrator, relative) or written certification by the intake staff of the oral verification by the relevant third party that the applicant meets one or both of the criteria of the definition of "at risk of homelessness" OR;
  - (C) If source documents and third-party verification are unobtainable, a written statement by intake staff describing the efforts taken to obtain the required evidence.
- 3) Evidence for documenting at least one of the 7 risk factors is:
  - (A) Source documents - notice of termination from employment, unemployment compensation statement, health-care bill showing arrears, utility bill showing arrears.
  - (B) To the extent that source documents are unobtainable, a written statement by the relevant third party - (*e.g.*, former employer, public administrator, relative) or written certification by the intake staff of the oral verification by the relevant third party that the applicant meets one or both of the criteria of the definition of "at risk of homelessness" OR;

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- (C) If source documents and third-party verification are unobtainable, a written statement by intake staff describing the efforts taken to obtain the required evidence.
- 4) Evidence for documenting at least one of the 7 risk factors are:
  - (A) Source documents - notice of termination from employment, unemployment compensation statement, bank statement, health-care bill showing arrears, utility bill showing arrears.
  - (B) To the extent that source documents are unobtainable, a written statement by the relevant third party - (*e.g.*, former employer, public administrator, relative) or written certification by the intake staff of the oral verification by the relevant third party that the applicant meets one or both of the criteria of the definition of “at risk of homelessness” OR;
  - (C) If source documents and third-party verification are unobtainable, a written statement by intake staff describing the efforts taken to obtain the required evidence.

#### DOCUMENTING PERSONS WITH DISABILITIES

A *person with disabilities* means a household composed of one or more persons at least one of whom is an adult who has a disability.

- 1) A person shall be considered to have a disability if he or she has a disability that:
  - (i) Is expected to be long-continuing or of indefinite duration;
  - (ii) Substantially impedes the individual’s ability to live independently;
  - (iii) Could be improved by the provision of more suitable housing conditions; and
  - (iv) Is a physical, mental, or emotional impairment, including impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury.
- 2) A person will also be considered to have a disability if he or she has a developmental disability, as defined in this section.
- 3) A person will also be considered to have a disability if he or she has acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome, including infection with the human immunodeficiency virus (HIV).
- 4) Notwithstanding the preceding provisions of this definition, the term person with disabilities includes, except in the case of the SRO component, two or more persons with disabilities living together, one or more such persons living with another person who is determined to be important to their care or well-being, and the surviving member or members of any household described in the first sentence of this definition who were living, in a unit assisted under this part, with the deceased member of the household at the time of his or her death. (In any event, with respect to the surviving member or members of a household, the right to rental assistance under this part will terminate at the end of the grant period under which the deceased member was a participant.)

Developmental disability means, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002):

- 1) A severe, chronic disability of an individual that—
  - (i) Is attributable to a mental or physical impairment or combination of mental and physical impairments
  - (ii) Is manifested before the individual attains age 22

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- (iii) Is likely to continue indefinitely
- (iv) Results in substantial functional limitations in three or more of the following areas of major life activity:
  - (A) Self-care
  - (B) Receptive and expressive language
  - (C) Learning
  - (D) Mobility
  - (E) Self-direction
  - (F) Capacity for independent living
  - (G) Economic self-sufficiency AND
- (v) Reflects the individual's need for a combination and sequence of special, interdisciplinary, or generic services, individualized services.

### **INTAKE, ELIGIBILITY ASSESSMENT AND RE-CERTIFICATION**

All ESG service applicants must participate in an initial consultation to assess needs and to determine program eligibility. The consultation will include verification of homelessness or at risk of homelessness status, assessment of barriers to housing stability, and collection of all relevant HMIS data elements. The Coordinated Intake/Assessment system selected within each Continuum of Care will determine more specific requirements for the intake process.

Grantees and recipients will complete the following procedures:

- Check HMIS (or THE HMIS COMPARABLE DATABASE) to determine if the applicant is currently receiving assistance from any other federal funding sources. Clients cannot receive funding for duplicate services at the same time. A printed HMIS screen can be used as documentation in the applicant's file.
- Collect the required ESG documentation (evidence to establish and verify the client's housing status; copy of documentation to establish annual income; certification that client has insufficient support networks; etc.) as relevant.
- Case Manager will record required HMIS data in the ServicePoint5 System (or THE HMIS COMPARABLE DATABASE) for all program participants.

If client is not eligible for ESG, grantees and subrecipients are required to include documentation regarding reasons for non-eligibility and to identify other appropriate service providers within the Continuum that can the services.

#### **Administration**

Up to 7.5 % of a recipient's allocation can be used for Administrative activities. These include general management, oversight, and coordination; reporting on the program, the costs of providing training on ESG requirements and attending HUD-sponsored ESG trainings, the costs of preparing and amending the ESG and homelessness-related sections of the Consolidated Plan, Annual Action Plan, and CAPER; and the costs of carrying out environmental review responsibilities.

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### Strategic Plan to Solve Homelessness in Anchorage, the Anchored Home Plan 2018 - 2021

Service and housing support for those experiencing homelessness comes from government entities, housing providers, and social services organizations. This network of housing and supports is called a Housing & Support System. Through a collaborative planning effort, we have gained a shared, centralized understanding of the current system to increase and provide more efficient services to people experiencing homelessness.

Ending homelessness is not easy. Through the Anchored Home: 2018-2021 Plan, a combination of federal, state and local strategies is gathered. The plan is to remain focused on homelessness. The plan addresses socioeconomic factors and community needs. Anchored Home was developed in partnership with the Anchorage community through a series of discussions, open forums and gatherings.

#### **Core Purpose**

Anchored Home identifies concrete actions to make homelessness a rare, brief and one-time event. Anchored Home is an action-oriented roadmap for the next three years that combines community, state and federal plans. The private sector, public sector and individual community members will help to implement this plan, including securing additional resources to meet our community's needs. This work is driven by a collective action partnership among the community, the Municipality, businesses, housing providers, supportive service providers, community-based providers and other stakeholders. Anchored Home seeks to represent the voices of our community members, including those with existing experiences of homelessness

#### **Four Key Pillars of Anchored Home**

Anchored Home directs resources to four pillars to solve homelessness and improve community livability.

1. Promoting **Prevention & Diversion** from homelessness
2. Growing the **Housing & Support System**
3. Improving **Public Health & Safety**
4. Increasing **Advocacy & Funding** to bolster our efforts

#### **Data Gathering Types**

Anchorage uses a Point-in-Time Count, which is a snapshot of homelessness gathered at one time each year, on the same day as every other participating community in the United States. Additionally, Anchorage uses the Homeless Management Information System (HMIS) across Alaska to collect information on individuals and families experiencing homeless based on provider information. HMIS tracks the number of people experiencing homeless through a Housing & Support System and provides logistics on key measures and the results obtained for the data collected.

The goal of the Coordinated Entry System is to match a person experiencing homelessness with housing and supports to meet their needs, whether that is a short-term emergency shelter stay or long-term permanent housing. Anchorage implemented its Coordinated Entry System in January 2017 and continues to make improvements and add new partners.

To get there, Anchorage will need to build a sustainable data-driven system of supports that adequately meets the needs of people experiencing homelessness. This work must be driven by a collective action partnership among the community, the Municipality, businesses, housing providers, supportive service providers, community-based providers and other stakeholders. Anchored Home seeks to represent the voices of our community members, including those with lived experience of homelessness.

Anchorage is joining many communities around the country working to end homelessness using the concept of “functional zero.” Functional zero is achieved when the number of people who are experiencing homelessness each month, both sheltered and unsheltered, is fewer than the number of available housing units that month. In other words, when our supply of housing and supports meets or exceeds the demand for housing and supports from people experiencing homelessness.

Anchored Home focuses resources on achieving functional zero for youth and young adults, families, and veterans, and making concrete progress on achieving functional zero for adults and people experiencing chronic homelessness. Functional zero is reached when the number of people experiencing homelessness each month, sheltered and unsheltered, is fewer than the monthly availability of housing and supports.

**Currently MOA administers the following ESG programs.**

**ESG Component Awards**

Catholic Social Services (CSS) administers the ESG Rapid Rehousing Program for MOA. As a subrecipient, CSS agreed to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 91 and 576 (HUD regulations concerning ESG).

<b>Component: Rapid Rehousing. These activities are designed to move homeless people quickly to permanent housing through housing relocation and stabilization services and short and/or medium-term rental assistance, 24 CFR 576.104</b>		
<b>Activity types:</b>		
Rental Assistance**	Housing Relocation and Stabilization Services	
Eligible costs:	Financial Assistance	Services Costs
Short-term rental assistance	Eligible costs: Rental Application Fees	Eligible costs: Housing Search and Placement
Medium-term rental assistance	Security Deposits	Housing Stability Case
Rental arrears	Last Month’s Rent	Management
**Rental assistance can be project-based or tenant-based.	Utility Deposits	Mediation
	Utility Payments	Legal Services
	Moving Costs	Credit Repair

**CSS Project Objectives**

- A. CSS meets the objectives of the ESG program by providing housing relocation and stabilization services and short and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in housing referred to as the Rapid Rehousing Program.
- B. CSS provides housing relocation and stabilization services to include rental/utility subsidy, rental/utility deposits and case management. Grant funds will support case management and direct financial assistance to cover the costs of rent deposits, short-term (up to 3 months) and medium-term (more than 3 months but not more than 24 months) rental assistance.
- C. CSS uses a coordinated assessment system implemented by the CoC for coordination and streamlined access for individuals and families. Through the coordinated entry process, CSS provides eligibility criteria for the Rapid Rehousing Program and the CoC pulls a list of families who match that criteria. The most vulnerable are referred. CSS provides outreach and individuals/families interested become clients of CSS.
- D. CSS reports program participant level data and updates client information in the AK HMIS database.
- E. CSS coordinates and integrates to the maximum extent the Rapid Rehousing Program with other programs targeted to homeless individuals/families in the areas covered by CoC.
- F. CSS utilizes written policies and procedures, that include a Self-Sufficiency Matrix at entry and exit of the program for assessing the effectiveness of the services in reducing individuals/families housing barriers and stability risks.
- G. CSS complies with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and/or other confidentiality requirements.
- H. CSS provides the ESG match requirement.
- I. CSS has in house ESG policies and procedures guidelines.

**Critical Time Intervention Model used by CSS**

CTI is a time-limited evidence-based practice that mobilizes support for vulnerable individuals during periods of transition. It facilitates community integration and continuity of care by ensuring that a person has enduring ties to their community and support systems during these critical periods. CTI is Captured in three main phases:

- (1) Pre-CTI
  - (a) Develop a trusting relationship with client.
  - (b) Place client into permanent housing.
- (2) Phase 1: Transition
  - (a) Provide support & begin to connect client to people and agencies that will assume the primary role of support.
    - 1. Make home visits
    - 2. Engage in collaborative assessments
    - 3. Meet with existing supports
    - 4. Introduce client to new supports

- 5. Give support and advice to client and caregivers
- (3) Phase 2: Try-Out
  - (a) Monitor and strengthen support network and client’s skills.
    - 1. Observe operation of support network
    - 2. Mediate conflicts between client and caregivers
    - 3. Help modify network as necessary
    - 4. Encourage client to take more responsibility
- (4) Phase 3: Transfer of Care
  - (a) Terminate CTI services with support network safely in place.
    - 1. Step back to ensure that supports can function independently
    - 2. Develop and begin to set in motion plan for long-term goals
    - 3. Hold meeting with client and supports to mark final transfer of care
    - 4. Meet with client for last time to review progress made

Rural Alaska Community Action Program, Inc. (RurAL CAP) administers the Homeless Outreach Program for MOA. As a subrecipient, RurAL CAP agreed to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 91 and 576 (HUD regulations concerning ESG) and 24 CFR 570 (HUD regulations concerning CDGB).

<b>Component: Street Outreach. These activities are designed to meet the immediate needs of unsheltered homeless people by connecting them with emergency shelter, housing and/or critical health services. CFR 576.101</b>	
<b>Activity type: Essential Services</b>	
Eligible costs:	
Engagement	Emergency Mental Health Services
Case Management	Transportation
Emergency Health Services	Services for Special Populations

**Rural CAP Project Objectives:**

- A. RurAL CAP’s Homeless Outreach team provides outreach services in the community in coordination with the Municipality’s Mobile Intervention Team to ensure that individuals experiencing homelessness have access to needed resources and are connecting with housing resources. The project shall serve a presumed very-low to low-income population of homeless individuals.
- B. RurAL CAP certifies that the activities carried out under this Agreement shall meet the National Objective, clients that have income eligibility requirements which limit the activity exclusively to low and moderate-income persons per 24 CFR 570.208(a)(2)(i)(A) and is an eligible public service activity under 570.201(e).

- C. RurAL CAP to provide direct services to clients which include salary and fringe benefits for an Outreach Specialist.
- D. RurAL CAP's Outreach Specialist to work as a mobile access point for the Anchorage Coalition to End Homelessness Coordinated Entry system. The Outreach Specialist shall complete Coordinated Entry packets to assist homeless persons in accessing the housing list. The Outreach Specialist shall connect and build rapport with homeless persons who may not be accessing mainstream and shelter services. The Outreach Specialist will work in coordination with the Mobile Intervention Team to conduct camp outreach, attend Coordinated Entry meetings, and utilize the AKHMIS system to coordinated housing options for vulnerable homeless persons. The Outreach Specialist shall connect homeless persons with housing, treatment, shelter and other community resources. The Outreach Specialist shall work in coordination with other outreach and homeless services within the Anchorage community, with the shelter system, and the Anchorage Safety Center.
- E. RurAL CAP's Data collection and registration occurs for all homeless individuals during their initial contact screening at the Brother Francis Shelter, Bean's Café, Mobile Intervention Team, the Anchorage Safety Center, and community providers, state agencies, private guardians, hospitals, and Anchorage police and fire departments. The Outreach Specialist shall enter all data into a client database and the Alaska Homeless Management Information System (AKHMIS) also known as ServicePoint5 or CoC's Coordinated Entry system (CES). The Outreach Specialist shall maintain an original or an electronic copy of the application signature page with the homeless individual's signature. The Outreach Specialist shall be an active user of the AKHMIS and enter data daily into the system for reporting purposes. Working with the AKHMIS system administrator, a separate homeless individuals' contact list will be created for reporting purposes. Additional AKHMIS entries may be required to address specific data requirements of the homeless outreach.
- F. The Subrecipient shall comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and/or other confidentiality requirements.
- G. RurAL CAP provides the ESG match requirement.
- H. RurAL CAP has an in-house ESG policies and procedures manual.

The Municipality of Anchorage, Anchorage Health Department, ADRC Unit administers the Homeless Prevention Program 24 CFR 576.103.

<p><b>Component: Homelessness Prevention. These activities are designed to prevent an individual or family from moving into an emergency shelter or living in a public or private place not meant for human(s) habilitation through housing relocation and stabilization services and short and / or medium-term rental assistance. 24 CFR 576.103</b></p>
<p><b>Activity types:</b></p>

Rental Assistance**	Housing Relocation and Stabilization Services	
Eligible costs:	Financial Assistance	Services Costs
Short-term rental assistance	Eligible costs:	Eligible costs:
Medium-term rental assistance	Rental Application Fees	Housing Search and Placement
Rental arrears	Security Deposits Last	Housing Stability Case
**Rental assistance can be project-based or tenant-based.	Month's Rent Utility Deposits	Management
	Utility Payments	Mediation
	Moving Costs	Legal Services
		Credit Repair

**HP Procedures**

Due to limited ESG resources MOA as the local recipient, awards ESG Homelessness Prevention funds to provide housing relocation and stabilization services by means of short-term and/or medium-term rental assistance necessary to prevent the individual or family from becoming homeless as defined by HUD's definition in 24 CFR 576.2.

The Municipality of Anchorage, Anchorage Health Department (MOA, AHD Emergency Solutions Grant Program (ESG) referred by 2-1-1 as the Municipality's Homeless Prevention Program (MHPP) provides federal funds to assist consumers and families to quickly regain stability in permanent housing after experiencing a housing crisis or homelessness. Municipal ESG funds are available for homeless prevention (rental assistance).

Component services and assistance generally consist of short-term and medium-term assistance, rental arrears, rental application fees, security deposits, advance payment of last month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, mediation, legal services and credit repair, refer to 24 CFR 576.103, 576.105. and 576.106.

The following requirements apply to eligible beneficiaries for MOA **Homeless Prevention** services:

1) At risk of homelessness means:

- Individuals/families must be residents of the Municipality of Anchorage;
- Individuals/families must have an income at or below 30% of the area median income (AMI) as determined by HUD;
- Individuals/families eligible for assistance must be lacking sufficient resources or support networks, e. g. family, friends, faith-based or other social networks, immediately available to prevent them from moving into an emergency shelter or primary nighttime residence that is not designed for or ordinary use as regular sleeping accommodations for human beings as per 24 CFR 576.2;

- Priority will be given to individuals and families who are currently in housing but at risk of becoming homeless or who need assistance to move to another unit and fall into at least one of the secondary risk criteria;
  1. Household(s) have moved two or more times due to economic reasons over a 60- day period preceding application for assistance.
  2. Individual or family is living in the home of another because of economic hardship.
  3. Have an eviction notice to vacate current housing within 21 days of application for assistance.
  4. Individual or family is living in a hotel or motel not paid for by government or a charitable organization.
  5. Household lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit which there resides more than 1.5 persons per room and /or overcrowded housing unit as defined by the US Census Bureau.
  6. Individual is exiting a publicly funded institution or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility or correction program or institution); or
  7. Otherwise lives in housing that is associated with instability and an increased risk of homelessness as identified in the recipient’s approved consolidated plan to include: extremely low-income renters who are single parents, youth, minorities, elderly and disabled, displaced veterans and domestic violence individuals and families.
- 2) A child or youth who does not qualify as “homeless” under this section, but qualifies under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C 5732a(3)), section 637(11) of the Head Start Act (42.U.S.C.983211(11)), Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012 (m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C 1786(b)(15) ; or
- 3) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless under section 725(2) of the McKinney Vento Homeless Assistance Act (42 U.S.C. 11434a. (2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

**BASIC ELIGIBILITY REQUIREMENTS OF HOMELESS PREVENTION**

- A. Determination of eligibility for homeless prevention requires an in-person assessment to verify that consumers meet HUD’s categorical definition for imminent risk of homelessness, homeless under other federal statutes, or at risk of homelessness.
- B. Consumers for assistance have an annual household income at 30% or below of area median income.
- C. Consumers must lack resources and support networks which could provide financial assistance.

- D. Documentation that the assistance would likely allow the applicant to regain stability in their current permanent housing or access other permanent housing and achieve stability.
- E. The rental property must meet HUD Occupancy Standards, Habitability Standards and Lead-Based Paint Requirements.

**ELIGIBLE ACTIVITIES AND ASSISTANCE**

ESG funds may be used to pay landlords for the following rental related expenses.

- A. Rental assistance and / or security deposit.
- B. An eviction notice based on 30 days past due rent.
- C. Component services and assistance generally consist of short-term and medium-term assistance, rental arrears, rental application fees, security deposits, advance payment of last month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, mediation, legal services and credit repair, refer to 24 CFR 576.103, 576.105. and 576.106.

**Please note – financial assistance cannot be provided to an ESG consumer who is receiving the same type of assistance through other public sources.**

**INELIGIBLE ACTIVITIES AND ASSISTANCE**

- A. Payments made directly to program consumers or their family members.
- B. Payments made on mortgage or land contract.
- C. Payment of rent for the same period and for the same cost types being assisted through other federal, state, or local housing subsidy program.
- D. Payment on credit cards bills or other consumer debt, including child support or garnishments.
- E. Provision of cash assistance.
- F. Payment cost of discharge planning in mainstream institutions such as hospitals, nursing homes, jails or prisons.

**GENERAL REQUIREMENTS**

- A. Confidentiality – All information about the consumer is confidential. Information will only be disclosed for determining program eligibility, providing benefits, investigating possible violation of federal, state and local regulation(s) associated with ESG delivery and other legal disclosures and never in a setting where members of the public can hear the conversation.
- B. Release of Information – Consumer information (including identifying the person as a consumer) should not be released without written authorization from the consumer. A Release of Information (ROI) form must be completed by the applicant at the time of intake.
- C. Grievance and Appeals –

1. All consumers shall be afforded the opportunity to file a grievance or appeal any decision that denies (for any reason) or limits eligibility of the consumer or terminates or modifies any financial assistance decision.
2. A consumer shall have a minimum of thirty days within which to request an administrative review.
3. All requests shall be in writing to the ESG Program Manager and provide facts as to why the decision shall be reversed.
4. The ESG Program Manager shall provide a memorandum identifying the facts regarding the decision and forward the memorandum, the consumer appeal letter and the entire consumer file for determination by the Division Manager.

#### **ESG SCREENING PROCESS**

- A. ESG applicants may either contact Alaska 211 or the Municipality for assistance. A consumer will be asked 5 prescreening questions. If the applicant initially contacts 211, a list of those that appear to be eligible based on the prescreening questions will be shared daily with the Municipality. An ADRC Resource Specialist will contact the caller to begin the application and further determine eligibility.
- B. 2-1-1 personnel will use the following prescreening questions.
  1. Do you live in the Municipality of Anchorage? Answer Yes.
  2. Do you feel threatened by an eviction or have an eviction notice? Answer Yes.
  3. Have you or other adults in your household worked or had other income in the last 30 days? Answer Yes.
  4. Are you receiving rental assistance or a housing voucher? Answer No.
  5. Have you or someone in your household received rental assistance from the Municipal Homeless Prevention Program in the last 12 months? Answer No.
- C. If all the prescreening questions are answered correctly, the 2-1-1 Information and Referral (I&R) Specialist will record the caller's name and contact information and provide a list of callers to the ADRC Resource Specialist daily.
- D. If all the prescreening questions are NOT answered correctly, the 2-1-1 I&R Specialist and the ADRC Resource Specialist will search for other appropriate referrals to the client.

#### **Client Contact for ESG Rental Assistance**

- A. **ADRC Message Script.** In addition to the message about ADRC services, a short message will be added to the ADRC main Information & Referral (I &R) telephone line advising clients when the ESG program will be opened.
- B. **Consumers requesting ESG** assistance through other DHHS numbers or personnel will be instructed to call ESG hotline 2-1-1 and follow voice mail instructions. Consumers will be screened in the order calls are received on the ESG hotline.

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## **ESG ELIGIBILITY DETERMINATION PROCESS**

Consumers will be further screened by ESG Resource Specialist by telephone to determine program eligibility. If it is determined that the caller appears eligible for services, an appointment will be set for assessment. Please note – an appointment with an ESG Resource Specialist does not constitute eligibility for program funds. Eligibility is determined at the time of assessment. In general, appointments are scheduled within 24-48 business hours and are based on funding. The hotline will be updated regularly by ESG Resource Specialist to indicate the status of the program.

- A. ESG Resource Specialist will review and sign off on the prescreening form to determine if the consumer is eligible for the program. If the consumer does not meet the requirements, there is no need to continue with the eligibility screening process.
- B. Due to limited resources and consistent with the Anchorage continuum of care requirements to serve the most in need, all consumers must meet the targeting criteria to be eligible for the program.
- C. ESG Resource Specialist will need to ensure that the information in the targeting criteria matches the information provided in the ESG application form. (i.e. dependents, income information, employment, disability, etc....)
- D. ESG Resource Specialist will sign off on the Stage 2 of the disposition form to reflect that either the consumer meets or does not meet the targeting criteria. If the consumer does not meet the targeting information, there is no need to continue with the Eligibility Screening form.
- E. ESG Resource Specialist will print and sign the ESG screening form.
- F. ESG Resource Specialist will document unsuccessful consumers using the declined assessment spreadsheet. The spreadsheet will include the consumers name, address, telephone number and reason for denial.

Consumers that successfully complete the prescreening and eligibility process will be scheduled for an appointment.

## **ELIGIBILITY DETERMINATION**

- A. Rent Reasonableness Determination – ESG Resource Specialist must determine whether the gross rent is a reasonable rent in comparison to rent for other comparable unassisted units. The information listed below must be considered when making this determination:
  - 1. The location, quality, size, unit type and age of the rental unit.
  - 2. Any amenities, housing services, maintenance and utilities to be provided by the owner in accordance with the lease.
  - 3. The rental unit's gross rent must be comparable to the Fair Market Rent (FMR) established by HUD for each geographic area as per 24 CFR 888 and 24 CFR 982.503 and complies with HUD's standard of rent reasonableness as established under 24 CFR 982.507.

4. The method to establish some Rental Reasonableness standards will be documented through the review of advertisements of comparable rental units. Rent must meet rent reasonableness standards and cannot exceed HUD's published FMRs for the area.
  5. The FMR Requirement is waived for ESG-CV funds.
- B. Fair Market Rent (FMR) Determination – FMR is established by HUD to determine rent ceilings for HUD funded rental assistance and will be the basis for determining FMR for the ESG program.
1. The current FMR for Anchorage as determined by HUD.
  2. Information will be updated by ESG Resource Specialist immediately after HUD issues the new FMR amounts.
  3. The rent for the unit assisted with ESG must not exceed the lesser of the FMR or the rent reasonableness standard as per 24 CFR 576.106(d).
- C. Calculating Gross Rent - Whether a household is seeking to maintain its current housing or relocate to another unit to avoid homelessness, or exiting homelessness into new permanent housing, the process for determining acceptable rent amounts is as follows. The gross rent (rent plus appropriate utility allowance) must be no greater than the FMR standard by HUD and fit within the limitations resulting from a Rent Reasonableness analysis.
1. Gross rent is the sum of the rent paid to the owner plus, if the tenant pays separately for utilities, the monthly allowance for utilities established by the public housing authority for the area in which the housing is located. For purposes of calculating the Fair Market Rent (FMR), utilities include electricity, gas, water and sewer, and trash removal services but not cable or satellite television service, or internet service.
  2. The rent for the unit being assisted with program funds cannot exceed the lesser of the FMR or the Rent Reasonableness Standard.
  3. If the gross rent for the unit exceeds either the Rent Reasonableness Standard or FMR, no ESG funds may be used for any portion of the rent, even if the household is willing and/or able to pay the difference.
  4. FMR and Rent Reasonableness requirements do not apply when a program consumer receives only financial assistance or services. This includes rental application fees, security deposits, utility payments/deposits, moving costs, housing search and placement, housing stability case management, landlord-tenant mediation, legal services, and credit repair.
- D. The following formula will be used to calculate Gross Rent Amount of a unit.
1. Total contract rent amount of the unit, plus
  2. Allowable fees (excludes late fees and pet fees) required for occupancy under the lease, plus
  3. Monthly utility allowance established by local public housing authority.

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4. Example: A 2-bedroom unit has a rent of \$1,200 per month, not including utilities. The utility allowance for that size and type of unit is \$150 per month. Therefore, the gross rent is \$1,350. A check of three similar units in the neighborhood reveals that a reasonable rent is \$1,400. However, the FMR for the jurisdiction is \$1,300. This means that the household cannot be assisted with ESG rental assistance in this unit because the gross rent exceeds the FMR.

**ESG consumers will be advised that appointment does not constitute eligibility for the ESG program.**

**ESG Application Process**

Once the pre- application and eligibility process is complete, the ESG Resource Specialist will review the ESG proof of eligibility forms to determine the necessary documentation to bring in for the office appointment. Additionally, the ESG consumers will need to submit the following documentation.

**RENTAL AND UTILITY ASSISTANCE**

<b>RENTAL ASSISTANCE</b>	<b>RENT DEPOSIT/1<sup>ST</sup> MONTH'S RENT</b>
Eviction Notice	Rental Agreement
Rental agreement	Proof of Income (pay stubs, federal assistance award letters bank statements, letter from employer, etc.)
Proof of Income (pay stubs, federal assistance award letters bank statements, letter from employer, etc.)	Referral letter or statement of homelessness (if in a shelter or transitional housing)
Photo ID (driver's license, passport, etc...)	Photo ID (driver's license, passport, etc...)
SSN for each member of the household	SSN for each member of the household

**DOCUMENTATION**

If a new job and no first paycheck; the consumer will submit a signed statement from their supervisor stating name of the company and employee; wage, hours per week worked (or to be worked) and a signature block with contact information.

**ESG Application Form** – All information on the application form must be filled out and collected and signed and reviewed by both the ESG consumer and ESG Resource Specialist.

<b>Section title</b>	<b>Section area</b>	<b>Comment</b>
Section 1	Applicant information	All information must be completed in this section
Section 2	Applicant profile	This information is needed for AKHMIS entry purposes

Section 3	Household members	This information is needed to determine financial eligibility for household income
Section 4	Housing information	All information in this section must be completed in its entirety
Section 5	Reason for request/Current situation	All information in this section must be completed in its entirety.
Section 6	Current situation	All information in this section must be completed in its entirety. This section will also assist the ESG Resource Specialist in completing the consumer sized service plan.
Section 7	Other Services	ESG funds cannot be used if financial assistance is available from other agencies.
Section 8	Family Income	All sources of income must be identified and supporting income bank balance documentation provided.
Section 9	Regularly monthly expenses	This section must be completed in its entirety
Section 10	Initial request for service/assistance	If assistance is approved, the ESG Resource Specialist will need to contact the vendors to obtain their address, EIN, SSN and W-9.
Section 11	Verification of information	The ESG Resource Specialist will obtain a copy of all information required in this section.
Section 12	Applicant statement of certification and referral information	The applicant must sign and date the certification. The ESG Resource Specialist must complete the "referred by' and referred to" sections.

**Homeless Assessment Matrix** – all questions must be answered and recorded. The ESG consumer will be informed that the ESG Resource Specialist will conduct a follow up assessment at which time the matrix questions will be asked again to assess the consumer's progress.

**PROPERTY INSPECTIONS/ HOUSING HABITABILITY CHECKLIST**

Prior to the commitment of funds, the ESG Resource Specialist will make arrangements and conduct an inspection of the property.

Habitability standards – The ESG Resource Specialist will use the ESG Housing Habitability Standards Inspection Checklist for inspection of the unit to ensure that the property meets HUD housing standards for the ESG program.

- 1) Place either an “A” for approval or “D” for deficient in the appropriate box for each of the inspection elements.
- 2) Place an “X” in the boxes that reflect the results of the inspection.
- 3) The ESG Resource Specialist will complete the balance of the form in its entirety and sign the form.
- 4) No funds will be disbursed prior to the approved habitability inspection.

Due to the threat of community spread of COVID-19, all inspections for ESG rental assistance will be completed virtually. The ADRC Resource Specialist will work together with the ESG recipient on the best technical method to use for the inspection. This will be based on what technology the ESG recipient has available. The most common method will likely be cell phone video.

#### **LEAD-BASED PAINT INSPECTION**

The lead-based paint remediation requirements of 24 CFR 576.403(a) apply to all housing occupied by ESG program participants.

- 1) All ESG Resource Specialist will successfully complete the HUD lead-based Paint Internet certification training.
- 2) The ESG Resource Specialist will utilize the Anchorage Property Appraisal website to determine the year that the property was built. The document will become a permanent part of the consumer file.
- 3) For units older than 1978 and which house one of more children under 6 years of age, the landlord and tenant must complete and sign the Lead-Based Paint Disclosure form. The disclosure form will also document the ESG consumers receipt of lead-based paint hazard information pamphlet.
- 4) The ESG Resource Specialist will use the Housing Prevention and Rapid Re-Housing Lead Screening Worksheet to determine if the property requires a lead-based paint inspection and to walk them through the inspection process.
- 5) No funds will be distributed prior to the lead-based paint inspection approval.

#### **FOLLOW UP SURVEY – HOUSING STABILITY / CASE MANAGEMENT**

*Housing Stability Case Management.* As required by 24 CFR 576.401(a) and (c), the recipient and its subrecipient must determine the available services and assistance that each ESG-CV program participant will need to achieve independent living and avoid further housing instability or homelessness, and the recipient and its subrecipient must assist each ESG-CV program participant, as needed, to obtain those services and assistance.

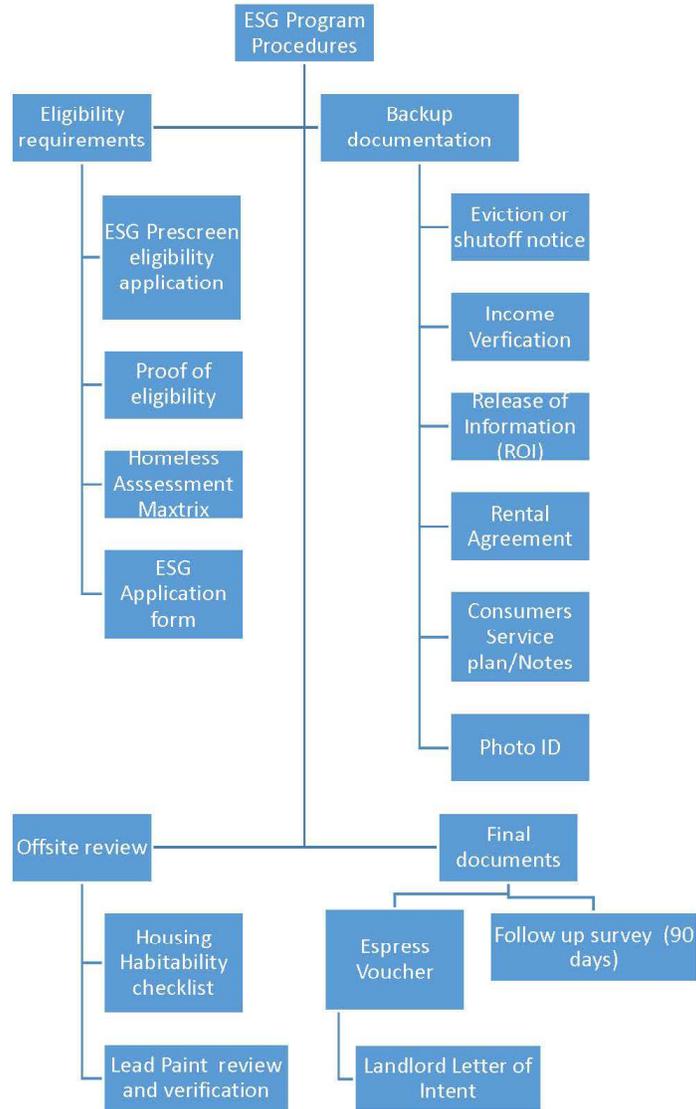
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However, HUD is making an across-the-board waiver of the ESG requirement in 24 CFR 576.401(e)(1) that housing stability case managers to meet not less than once per month with each program participant receiving homelessness prevention or rapid re-housing assistance. HUD is waiving this requirement for all program participants receiving this assistance after qualifying as homeless, to be consistent with the CARES Act prohibition stated in section III.F.10. Additionally, HUD is waiving the requirement for all program participants receiving assistance after qualifying as at risk of homelessness, to prevent the spread of coronavirus and reduce the barriers to providing the homelessness prevention that is necessary to respond to coronavirus. This waiver provides additional regulatory relief beyond the waiver HUD made available on March 31, 2020 for annual ESG funds and extended on May 22, 2020 for annual ESG funds and ESG-CV funds, by lifting the 3-month limitation established May 22, 2020, and making the waiver of 24 CFR 576.401(e)(1) apply throughout the period the recipient or subrecipient uses funds to prevent, prepare for, and respond to coronavirus.

The ESG Resource Specialist will conduct check-in's with assisted households every 30 days for up to six months after receiving rental assistance. The purpose of the follow-up is to assist in stabilizing the household further and help the household sustain long term housing. The following resources can be used for the check-in process:

- A. Service Plan goals which were discussed at time of application.
- B. Review of the Homeless Assessment Matrix which was completed at time of application. It is expected that all efforts to complete activities on behalf of the consumers will be done in a timely manner. The ESG Resource Specialist will provide updates to the Program Manager and any outstanding consumer's charts will be reviewed to determine the action steps need to complete the file.
- C. File storage – All completed consumers files will be kept in a locked ESG file cabinet except when ESG Resource Specialist is actively working on a case. All active and completed files will be locked up at the end of the day.

Flow Chart Checklist



### ESG-CV Considerations

ESG-CV means the Emergency Solutions Grants Program as funded by the CARES Act and governed by requirements HUD establishes in accordance with that Act. ESG-CV funds do not include annual ESG funds (e.g., FY 2020 ESG grant funds), although annual ESG funds may be used in accordance with the requirements established for purposes of ESG-CV funds as further described in Section IV of CPD-20-08.

When using ESG-CV funds, the following waivers, restrictions, and flexibilities to annual ESG policies and procedures apply.

#### PURPOSE

The ESG-CV funds must be used to prevent, prepare for, and respond to coronavirus, among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus. Requirements at 24 CFR Part 576 will apply to the use of these funds, unless otherwise provided by the alternative requirements and flexibilities established under the CARES Act, Notice CPD-20-08, or subsequent waivers, amendments, or replacements to this Notice. Consumers must be at imminent risk of homelessness, homeless under other federal statutes; fleeing/attempting to flee domestic violence or meet the criteria for being at risk of homelessness and have an income at or below 50% of median income. Eligible consumers must lack the resources or support networks to help them retain or obtain appropriate, stable housing.

#### Environmental Review Requirements

Part 58 requirements apply except for those temporary shelters the applicable state or local health official has determined necessary to prevent, prepare for, and respond to coronavirus. Environmental review required prior to a commitment to cover or reimburse ESG funds.

#### Additional Eligible Activities

- 1) Temporary Emergency Shelter
  - a) Funding can be used for a structure or portion of structure used for limited time because of the COVID-19 Pandemic to provide shelter to individuals and families displaced from their normal place or residence or shelter/unsheltered locations.
    1. Local public health official must first determine that temporary emergency shelter is necessary for community's coronavirus response.
    2. The temporary emergency shelter can only be in use for the period of time needed for coronavirus response. Time limited to January 31, 2022 unless HUD grants an exception.
- 2) Training

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- a) Funds may be used for training on infectious disease prevention and mitigation for staff working directly to prevent, prepare for, and respond to coronavirus among persons who are homeless or at risk of homelessness.
  - 1. This training is not considered an administrative cost and is, therefore, not subject to the 10% administrative cap on funding.
  - 2. These training costs are eligible as a standalone activity and are not to be charged to an activity under 24 CFR 576.101 to 24 CFR 576.109.
  - 3. Budget costs under the Street Outreach component in IDIS and report costs as a unique budget line item under Street Outreach.
- 3) Hazard Pay
  - a) Funds may be used to pay hazard pay for recipient or subrecipient-staff working directly to prevent, prepare for, and respond to coronavirus among persons who are homeless or at risk of homelessness.
  - b) Examples of recipient or subrecipient staff working directly in support of coronavirus response include:
    - 1. street outreach teams
    - 2. emergency shelter intake, maintenance and security staff
    - 3. staff providing essential services (e.g., outpatient health or mental health, housing navigators)
    - 4. staff in proximity to persons with coronavirus or working in locations with a high likelihood of contracting coronavirus
- 4) Handwashing Stations and Portable Bathrooms
  - a) Funds may be used to install and maintain handwashing stations and bathrooms in outdoor locations for people experiencing unsheltered homelessness.
  - b) Allowing these costs will help prevent the spread of coronavirus by providing people living in unsheltered locations regular access to bathrooms and the ability to wash their hands.
- 5) Landlord Incentives
  - a) Funds may be used to pay for landlord incentives that are reasonable and necessary to obtain housing for individuals and families at risk of or experiencing homelessness.
  - b) A recipient may not use funds to pay the landlord incentives an amount that exceeds three times the rent charged for the unit.
  - c) Eligible landlord incentive costs include:
    - 1. Signing bonuses equal to up to 2 months of rent;
    - 2. Security deposits equal to up to 3 months of rent;
    - 3. Paying the cost to repair damages incurred by the program participant not covered by the security deposit or that are incurred while the program participant is still residing in the unit; and,

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4. Paying the costs of extra cleaning or maintenance of a program participant's unit or appliances.
- 6) Volunteer Incentives
  - a) Funds may be used to pay to provide reasonable incentives to volunteers who have been and are currently helping to provide necessary street outreach, emergency shelter, essential services, and housing relocation and stabilization services during the coronavirus outbreak. A recipient may not use ESG-CV funds to pay the landlord incentives an amount that exceeds three times the rent charged for the unit.

**Waivers:**

The following requirements are waived for ESG-CV funds:

- 1) Emergency Shelter and Street Outreach Expenditure Limit Waived.
- 2) Match requirements are waived.
- 3) Fair Market Rent limit is waived but units must still meet Rent Reasonableness Standards.
- 4) Monthly case management requirement at 24 CFR 576.401(e)(1) are waived.
- 5) Funds are not subject to the CoC consultation requirements at 24 CFR 576.400(a).
- 6) Requirements for coordination with other targeted homeless services at 24 CFR 576.400(c) are waived.

**Alternative Requirements:**

- 1) The following program aspects have alternative program requirements:
- 2) Cap for Administrative costs increased to 10%.
- 3) Recipients may pay for HMIS Lead activities even if they are not an HMIS Lead.
- 4) Recipients (\*not subrecipients\*) may deviate from federal procurement standards; must establish alternative written procurement standards.
- 5) 24-month limit on rental assistance and supportive services costs under RRH & HP extended for 6 months for households who reach max between 1/21/2020 and 2/28/2021.
- 6) Medium-term Rental Assistance limited to 3-12 months instead of 3-24 months.
- 7) Emergency Shelter activities may be provided only until January 31, 2022.
- 8) Must not require treatment or any other prerequisite activities as a condition for receiving ESG assistance (includes case management) as a provision for receiving service.
- 9) Must establish and maintain adequate procedures to prevent any duplication of benefits.
- 10) Recipient must publish how it used and will use its ESG-CV allocation on <https://www.muni.org/pages/default.aspx>.

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Definitions apply from 24 CFR 576.2 apply, except that:

The CARES Act raised the income limit in paragraph (1)(i) of the “at risk of homelessness” definition at 24 CFR 576.2 from 30 percent of area median income to the Very Low-Income limit of the area ( 50%) , as determined by the Secretary. The entire definition of “at risk of homelessness,” incorporating the higher income limit for ESG-CV activities, is included below for reference.

Definitions apply from 24 CFR 576.2 apply, except that:

The CARES Act raised the income limit in paragraph (1)(i) of the “at risk of homelessness” definition at 24 CFR 576.2 from 30 percent of area median income to the Very Low-Income limit of the area ( 50%) , as determined by the Secretary. The entire definition of “at risk of homelessness,” incorporating the higher income limit for ESG-CV activities, is included below for reference:

At risk of homelessness means a) an individual or family who has an annual income that does not exceed the very low income limit of the area, as established for HUD’s Section 8 and Public housing programs at [www.huduser.gov/portal/datasets/il.html](http://www.huduser.gov/portal/datasets/il.html) b) does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the homeless definition in 24 CFR 576.2, and meets one of the following conditions:

- Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for assistance.
- Is living in the home of another because of economic hardship.
- Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance.
- Lives in a hotel or motel and the cost is not paid for by charitable organizations or by federal, state or local government programs for low-income individuals.
- Lives in an SRO or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than one-and-a-half persons per room.
- Is exiting a publicly funded institution or system of care; or
- Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved Consolidated Plan.

24 CFR 576.106(a)(2), where medium-rent is defined as “for more than 3 months but not more than 24 months of rent” is waived and an alternative requirement is established where medium-term is established as for more than 3 months but not more than 12 months. This alternative

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requirement will allow more households to receive rapid re-housing and homelessness prevention assistance, which is necessary to prevent, prepare for, and respond to coronavirus.

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## **Appendix G – Housing, Homeless, and Neighborhood Development Commission Resolution 2019-001**

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**Municipality of Anchorage  
Housing, Homeless, and Neighborhood  
Development Commission**

**HHANDR 2019-001  
April 3, 2019**

**A resolution to inform the Municipality of Anchorage's Mayor and Assembly of HHAND's support and endorsement of the goals of the 2018-2021 Anchored Home Plan**

**Whereas the Housing, Homeless and Neighborhood Development ("HHAND") Commission's purpose is to advise the Mayor and Anchorage Assembly on issues affecting housing development, homelessness and land usage throughout the Municipality of Anchorage, and**

**Whereas HHAND's stated purpose #3 is to advise the Mayor and Assembly as to policies, practices and legislation which affect housing and community development issues, neighborhoods revitalization strategies, and progress related to plans and programs goals, and**

**Whereas Jasmine Khan, executive director of the Anchorage Coalition to End Homelessness ("ACEH") shared an overview of the Anchored Home plan on three occasions, including a detailed review on February 6, 2019, and**

**Whereas the HHAND Commission believes the strategic Anchored Home Plan, as a detailed supplement to the previously HHAND supported 10-point Plan to End Homelessness, will significantly advance community-wide efforts to end homelessness, and**

**Whereas the HHAND Commission feels the accountability, transparency, identified data collection, and communication laid out in the Anchored Home Plan is a significant enhancement to tangibly identify movement making homeless a rare, brief and one-time event in Anchorage,**

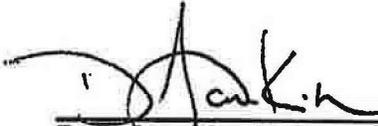
**THEREFORE BE IT RESOLVED, that the HHAND Commission supports and endorses the goals of the 2018-2021 Anchored Home Plan, and**

**BE IT FURTHER RESOLVED, that HHAND recommends a more intense focus on reporting of number of clients served, services provided, costs for those services, and outcomes of that service (the "metrics") to better provide accountability toward the goal of ending homelessness, and**

**BE IT FURTHER RESOLVED, that HHAND requests the reporting of these metrics on a quarterly basis by all agencies that benefit from Continuum of Care proceeds and that are engaged in the Coalition to End Homelessness' activities, and**

**BE IT FURTHER RESOLVED, that HHAND supports further funding of the position of the Executive Director of ACEH past the three-year contract the director is now engaged under.**

**PASSED AND APPROVED BY THE HHAND COMMISSION THIS 3RD DAY OF APRIL, 2019**

A handwritten signature in black ink, appearing to read "Doug Lamkin", written over a horizontal line.

**Doug Lamkin, Chair  
HHAND COMMISSION**

# Municipality of Anchorage



## Rehabilitation Standards

National Housing Trust Fund

Revision Date: June 5, 2019



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## **General Conditions**

These General Conditions are an addendum to the scope of work for each individual project. The scope of work shall provide a clear and accurate description of the technical requirements specifying dimensions, locations, methods, fasteners, quality of components and materials, and other special instructions as they pertain to the uniqueness of the projects. When the handbook states manufacturer's specifications or recommendations, the specification shall be included in the scope of work by the Subrecipient. The Contractor shall be responsible for completion of each item specified on the scope of work/specification. All brands/models included in the Contractor Handbook may be replaced with another equal brand/model pre-approved by the Subrecipient. The Subrecipient shall obtain the manufacturer's specifications or equivalent for proposed change(s), and upon review, may issue a revised scope of work or change order.

### **UNIFORM PHYSICAL CONDITION STANDARDS (UPCS)**

For multi-family dwellings, these rehabilitation standards shall comply with 24 CFR Part 93 and include the Uniform Physical Conditions Standards for all levels: levels 1, 2, and 3 (refer to the UPCS Quick Check Guide for definitions). Housing shall be inspected and all health and safety defects shall be corrected immediately, if occupied. All inspectable items with an observed deficiency shall be corrected. All major systems; "HVAC, Plumbing, Roof, Electrical, Water and Sewer, Emergency Power, Exhaust Systems, Fire, and Sanitary"; shall have a useful life of not less than 15 years after project closeout, and a replacement-reserve account set up for that purpose. All rehabilitation shall comply with the lead-based paint regulations of 24 CFR 35.

The HTF Standards are designed to exceed the Uniform Physical Condition Standards (UPCS) and ensure that upon completion, the HTF-assisted project and units will be decent, safe, sanitary, and in good repair as described in 24 CFR 5.703. See Appendix B for a list of Inspectable Items and Observable Deficiencies, including descriptions of the type and degree of deficiency for each item that any HTF-assisted project must address, at a minimum.

### **LEAD-BASED PAINT**

Federal and state regulations related to lead-based paint apply to target housing, which is defined as any housing constructed prior to 1978, except housing for the elderly or persons with disabilities (unless a child of less than 6 years of age resides or is expected to reside in such housing for the elderly or persons with disabilities) or any zero-bedroom dwelling. Rehabilitation of target housing must be completed in a manner which insures the health and safety of workers and residents, especially children. A number of regulations apply when lead painted surfaces are disturbed in residential properties, primarily requiring the appropriate training of workers and the use of safe work practices. In some cases, use of federal funds for rehabilitation will trigger a higher level of lead paint treatments based on the amount of federal money being used. The following regulations must be adhered to during all rehabilitation of target housing:

- HUD Lead Safe Housing Rule (24 CFR Part 35) requires various levels of evaluation and treatment of lead paint hazards when federal money is used for rehabilitation of target housing. More information is available at: [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/healthy\\_homes/enforcement/shr](http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/enforcement/shr)
- EPA Renovation Repair and Painting Rule (40 CFR Part 745) – Requires contractors conducting renovation, repair or maintenance that disturbs paint in target housing or child-occupied facilities to be licensed by EPA and use lead-safe work practices to complete the work. Developers must ensure contractors are properly trained and licensed. More information is available at: <http://www2.epa.gov/lead>
- HUD/EPA Disclosure Regulations (24 CFR Part 35, Subpart A) – Requires owners of target housing to disclose all lead paint records and related information to potential buyers and/or tenants. More information is available at: [http://portal.hud.gov/hudportal/documents/huddoc?id=DOC\\_12347.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_12347.pdf)
- OSHA Lead in Construction Rule (29 CFR Part 1926.62) - Proscribes personal protection measures to be taken when workers are exposed to any lead during construction projects. More information is available at: <https://www.osha.gov>

## **ACCESSIBILITY REQUIREMENTS**

Housing shall meet the accessibility requirements of 24 CFR 8, implementing Section 504. If the project includes an addition, covered multifamily dwellings as defined at 24 CFR 100.201 shall meet the design and constructing requirements at 24 CFR 100.205: Fair Housing Act.

1. Housing that is rehabilitated with HTF funds must meet all applicable federal and state regulations regarding accessibility for persons with disabilities. An overview of these requirements is provided below; however, the applicability of these rules is complex and therefore it is recommended that developers seeking HTF funds consult with a qualified design professional.
2. General Requirements:
  - a. Projects shall meet applicable Federal and State Regulations and Rules.
  - b. The number of accessible apartment units shall be determined by the code requirements.
  - c. Projects shall comply with the American’s with Disabilities Act (ADA), Title II (for public entities) and Title III (for places of public accommodations) implemented at 24 CFR parts 35 and 36, and 2010 ADA Standard for Accessible Design and attendant Design Guide (DOJ), as applicable.
  - d. Projects, if applicable, shall comply with the Fair Housing Act, which states in part that covered multifamily dwellings as defined by HUD’s implementing regulations at 24 CFR 100.201 must meet the design requirements at 24 CFR 100.205 and that the Fair Housing Act Amendments of 1988 (as amended) with consideration being given to the accessibility/adaptability of units to handicapped occupancy.

- e. Rehabilitation of existing buildings constructed and first occupied prior to March 13, 1991, that may be exempt from the Architectural Guidelines adopted in the Fair Housing Act Amendments of 1988 will ensure compliance with applicable federal, state, and local building codes and will include compliance with applicable Section 504 requirements.
3. Projects shall comply with other standards as may apply or be required by funding sources.
  4. Projects, if applicable, shall comply with Section 504 of the Rehabilitation Act of 1973 implemented at 24 CFR Part 8
    - a. For “substantial” rehabilitation (projects with 15 or more total units and the cost of rehabilitation is 75% or more of the replacement cost):
      - i. At least 5% of the units (1 minimum) must be made fully accessible for persons with mobility impairments based on the Uniform Federal Accessibility Standards (UFAS).
      - ii. In addition, at least 2% of the units (1 additional unit minimum) must be made accessible for persons with sensory impairments.
      - iii. Common spaces must be made accessible to the greatest extent feasible.
    - b. For projects with “less-than-substantial” rehabilitation (anything less than “substantial”), the project must be made accessible to the greatest extent feasible until 5% of the units are physically accessible, and common spaces should be made accessible as much as possible.
  5. Projects, if applicable, shall comply with all Accessibility/Adaptable Dwelling requirements of the Fair Housing Act of 1988; applicable Uniform Federal Accessibility Standards (UFAS); and any applicable requirements of ANSI A117. These may include, but are not limited to:
    - a. The structures shall all be on an accessible route, in and through the Unit.
    - b. A proper number of units will be fully accessible and may target Special Needs households which may include the 5% minimum requirement per UFAS and ADA.
    - c. Units will have ADA Thresholds on all front Doors.
    - d. Units will have a removable Front and Panel on the Kitchen Sink.
    - e. Units will have reinforcement for future grab bars in all bathrooms, tubs, and showers.
    - f. Units will have Convenience receptacles, Switches, and controls mounted between 15” and 48” to the usable part of the device.
    - g. Units shall have 36” wide doors.
    - h. Units shall have ADA Lever handles on all hardware.
    - i. Units shall have the required floor space requirements for ranges, sinks, water closets, and lavatories.
    - j. Door swings will have 18” clearance beside the Latch side of the door, if the door swings into the direction of travel.

## **DISASTER MITIGATION**

To the extent applicable/relevant, the housing must be improved to mitigate the potential impact of potential disasters (e.g. earthquakes, flooding, and wildfires) in accordance with state or local codes, ordinances, and requirements, or such other requirements that HUD may establish. Rehabilitation shall include making the improvements necessary to comply with the Municipality's and State's earthquake codes.

## **ENERGY AND WATER EFFICIENCY**

After rehabilitation, all housing shall meet energy and water efficiency requirements, including using Energy Star and WaterSense labeled products as replacement for obsolete products. Toilets and shower heads shall be water saving-type. Faucet shall have aerators. All HTF-funded projects shall be subject to the 2009 International Energy Conservation Code, Building Energy Efficiency Standard (BEES) Certification (PUR-101) Requirements, and guidance on energy efficiency as found within these Rehabilitation Standards. In both the design and implementation of project rehabilitation scopes of work, particular emphasis should be made to maximize the effectiveness of the energy efficiency related work scopes.

## **BROADBAND INFRASTRUCTURE**

Rehabilitation improvements must provide for the installation of broadband infrastructure.

## **LIFE-THREATENING DEFICIENCIES**

If the housing is occupied at the time of rehabilitation, any life-threatening deficiencies must be identified and addressed immediately. See Appendix B for a list of Inspectable Items and Observable Deficiencies, including the identification of life-threatening deficiencies (highlighted in orange) for the property site, building exterior, building systems, common areas, and units.

## **CAPITAL NEEDS ASSESSMENT**

Provide a Capital Needs Assessment and completed Rental Development Underwriting Sheet with all applications for HTF funds for all new construction and/or rehabilitation projects. Provide an assessment of the long-term physical needs of the project including all capital assets. In undertaking a Capital Needs Assessment, first identify the useful life of the facility's capital assets; provide backup. Then, calculate the payment stream necessary to replace each asset using the time-value of money. The applicant must insure the useful life of the project will exceed the compliance period for the project. Using your firm's rate of return, calculate the payment stream necessary to replace the assets using the time-value-of-money methodology. Transfer the results to the operating cashflow, with Year 1 going into the Income and Expenses schedule. Show your calculations.

## **OTHER**

All other improvements shall be modest amenities and aesthetic features similar to the types of housing in the surrounding community. Luxury improvements are not allowed.

For the purpose of this book, Subrecipient equates to recipient and the Municipality is the subgrantee in the National Housing Trust Fund regulations at 24 CFR 93.

Homebuyer projects shall be decent, safe and sanitary. Housing shall meet UPCS and Municipal building code. Inspections shall not be dated more than 90 days before acquisition.

All work shall meet current Municipality of Anchorage building code requirements. Building permits will be the responsibility of the Contractor when required.

Specific quality of materials or brand names noted in the specifications are for reference by the Subrecipient to ensure consistency and quality control. Any materials deemed equal in quality and/or performance shall be considered for substitution. The Contractor shall obtain approval in writing from the Subrecipient prior to using substituted materials.

The Contractor will be responsible for purchase and supply of materials intended for use in the project.

Materials that are subject to random size openings or specific dimensions will be ordered and built to fit the appropriate size as estimated by the Subrecipient and verified by the Contractor.

The specifications indicate that openings or items may need to be revised to satisfy certain requirements of the opening (i.e. egress windows may be required and the opening may need to be enlarged to fit the minimum size allowed). The scope of work will direct the contractor to revise openings as appropriate.

All material determinations including quality, type, color, swings, size, locations, degree of completion and/or whether materials are to be kept on site or removed will be made by the Subrecipient.

All materials removed or demolished from project structures must be removed daily and properly disposed in compliance with the Municipality's Solid Waste Services. Materials shall not be left on the owner's property. Contractor payment will not be made until the site has been cleaned to the satisfaction of the Subrecipient and/or the Municipality at the Municipality's discretion.

The scope of work shall include all necessary bracing to support and maintain the existing construction in a safe and undamaged condition throughout all phases of demolition, construction and/or reconstruction.

The Contractor shall not be responsible for moving owner's belongings to complete proposed project. Exceptions shall be made for owners with disabilities or other limitations. The Contractor shall take any and all precautions necessary to ensure that property and building components, which are temporarily removed during any phase of construction, are protected from damages, vandalism and/or theft. Damage to property caused by the Contractor shall be repaired or replaced by the Contractor at his/her own expense.

All instruction/operating manuals and warranties will be left with the owner upon installation of said equipment. The Contractor will brief the owner of the basic function of the equipment.



## **General Specifications**

The Municipality of Anchorage reserves the right to update this handbook at its sole discretion. Contractors shall check the revision date on their copy with the Subrecipient's when bidding on projects.

## **General Carpentry**

### **General Carpentry**

General Carpentry is any task that may be encountered that is not otherwise described within a specification. Typical tasks may include but not limited to construction of structural modifications, general demolition, repairs to drywall, ducts, roofs, stairs/handrails, windows, etc.

### **Lumber and Plywood**

Clear Lumber: shall be kiln-dried (KD) clear, straight, or mixed-grain fir or pine in length requested.

Hem/fir Lumber: to be KD standard or better grade (S/B).

Plywood: APA rated sheathing in sizes specified. Attach plywood to the framing with common nails or screws, as specified in the scope. Nails shall extend into the framing member not less than 1-1/2" or as specified in the scope. Screws shall extend into the framing member not less than 1" or as specified in the scope. Fasteners shall be space 4" to 6" OC along edges and 10" to 12" OC on intermediate framing. All inside and outside corners and butt joints shall be neatly cut and butt cleanly to adjoining piece. Joints to occur at framing members.

### **Framing**

Framing specifications shall be included in the scope, including type of materials, dimensions, and spacing. The scope will also specify the type, size, location, and number of fasteners. All framing shall be cut square and installed level and plumb.

## **Crawl Space**

- a) Access doors - Access doors to have 2" x 4" pressure treated Out Door Wood™ or approved equal frames, 3/4" All Weather Wood™ or approved equal exterior plywood doors, galvanized T-strap hinges, hasp and turnbuckle. Trim outside with 1" x 4" trim. Paint doors, frames and trim with two coats of paint, inside and out, per Paint specifications.
- b) Vents - Vents to be 8" x 16" in size, die cast aluminum with 8" mesh screens. Vents shall have three slide shutters.
- c) Vapor Barrier - Vapor barrier to cover all dirt areas. Overlap all joints at least 6 inches. Fasten per Vapor Barrier section.
- d) Wood and Debris - Remove all wood and debris from underneath structure and haul away from premises.

## **Attic**

### **Attic Hatch/Dam**

Glue total of 10" extruded or expanded polystyrene insulation on back of 5/8" GWB access hatch. Access hatch insulation shall not have a gap larger than 1/4" on all sides. Install 1/2" plywood or 1/2" drywall on top of insulation for required fire protection with Tremco™ Latex Acoustical Sealant or approved equal. Install Q-LON™ -door sealing system by Schlegel Systems Inc. or approved equal to seal attic access hatch. In the case of popcorn type ceiling texture, seal neatly with minimum 1/8" bead of latex paintable white caulking. Popcorn type texture is not to be scraped or removed unless verified to be negative for ACM. Install dam around the access hole with minimum 1/2" plywood 18" high or 4" above installed level of insulation. Fasten with minimum 2½" screws or 8d nails.

### **Attic, Ventilation, Gable, Ridge**

Install gable ventilation at each gable end. Ventilation holes shall be sized to maximize the vent grill to be installed. Vents shall be as commercially available and installed per scope of work. Vents shall be square and plumb. Trim out to match similar trim of structure. Ridge vents to be installed at the specified location/s stated in the scope and installed per specifications in the scope. Ratio for sizing of vents shall be 300 sq inches to 1" sq inch net free air.

### **Chimney, Insulated, Type B or S, New or Replace Existing**

At the location noted in the scope of work or drawing(s), install a code approved, properly sized chimney system manufactured by Metalbestos or approved equal as specified in the scope for the unit and location. Install in accordance to the scope's specifications. Holes cut through combustible surfaces shall be of appropriate size to allow correct clearance to combustible surfaces, with sizes and clearances stated in the scope. Size the chimney accordingly per specifications in the scope with the appliance(s) to be using it. All penetrations shall be sealed using sealants specified in the scope. Attic or wall insulation shall not be in direct contact with the exterior surface of the pipe. Install a flue collar at interior penetration sealed with high temp caulk rated for application and specified in the scope between collar, drywall, and at edges. Install dam around flu pipes constructed from rolled flashing in such a fashion that there will be 2" clearance between flu pipe and rolled flashing. No single wall heat producing flues shall be allowed in an attic. 6" clearance is required in the interior of the structure for single wall heat producing flues. Flashing height shall be at least 4" above installed insulation level and capped at the top with non-combustible material. Installation shall include all related single wall pipe inclusive of elbows, slip joints, barometric dampers, etc., and installation of the appliances to the chimney system. Single wall pipe shall be minimum 24 gauge snap lock type. Single wall pipe installed in the interior exposed-to-living area of the house shall be black matte. Other pipes shall be galvanized.

Special Note: For attic installation - install dam around heat producing flu pipes constructed from rolled flashing in such a fashion that there will be 2" clearance between flu pipe and rolled flashing, 3" clearance for masonry chimneys. No single wall pipe is allowed in an

attic. Flashing height shall be at least 4" above installed insulation level and capped at the top with non-combustible material.

### **Ventilation, Eave Baffles**

At the location noted in the scope of work or drawing(s), install coated insulation eave baffles (proper vents) between all trusses from exterior side of the top plate up the rafter extending a minimum of 4" vertically above the level of insulation with 2" airspace to roof sheathing. Baffles shall be Jefferson Smith Part #BB44C Proper Vents or approved equal. Baffle must not get pressed against the underside of the roof sheathing under any circumstances. Install using minimum of 6 staples per side or other fasteners specified in the scope. See the Insulation section.

### **Exterior Sheathing/Siding**

#### **Chinking, Exterior**

At the location noted in the scope of work or drawing(s), chink between all logs on the exterior. Use Perma-Chink or approved equal. If the gap between logs is in excess of 1/2" use backer rod. Do not install if temperature is below that specified in the scope.

#### **T1-11**

Plywood T1-11 panels to be grade specified in the scope. Installation includes all trim, including window facings, band boards, corner boards and moldings; trim to be fir. Plywood panels to be primed and painted, including edges, with color to be selected by owner, per Paint specifications. Fastened with 8d galvanized siding nails with 3/16" heads (**no staples**), spaced 6" on edges and 10" on intermediate. The scope shall include the specifications for trim and moldings. Install "Z" metal between the rows of panels as specified in the scope.

#### **Hardboard Siding**

Hardboard siding shall be 8" wide factory primed "Masonite" or Subrecipient-approved equivalent and comply with the standards for Hardboard Siding PS 60-73 of the U. S. Department of Commerce. The bottom edge shall be at least 7/16" thick. Existing walls shall be made as even as possible by furring, blocking and cutting prior to application of hard-board siding. Vertical wood strips to be used at outside corners and fastened as specified in the scope. Fasten siding and trim with 8d galvanized or aluminum nails with 3/16" heads in nail patterns specified in the scope. Paint two coats, as per Painting specifications.

#### **Vinyl Siding**

a) Vinyl siding shall be "Reynolds", "Certainteed", or approved equal and shall comply with provisions of the National Bureau of Standards Voluntary Product Standard PS-55-72. Color and style shall be selected by the owner. Siding shall be installed over 3/8" styrofoam insulation per scope specifications. Existing walls shall be made as even as possible by furring, blocking and cutting prior to application of siding. Siding shall be installed according to scope specifications. Install all necessary corners, angles, stops at windows, doors, etc., and all matching accessories as specified in the scope. Nailing shall be on 16" centers. Nails

shall not be driven tight, but tight enough to lap siding. Nails shall be aluminum with size and type specified in the scope.

b) Vinyl and Aluminum Products - Vinyl and aluminum products shall comply with the following.

Vinyl siding to be a minimum of .040" thick.

Vinyl soffit to be minimum of .035" thick.

Aluminum coil stock for wrapping shall be a minimum of .019 thick.

All vinyl products shall carry a minimum 50 year warranty.

All pre-painted aluminum products to carry a minimum 20 year warranty.

c) Vinyl trim shall be "Alcoa", "Bird", "Certainteed" or approved equal and shall comply with the provisions of National Bureau of Standards Voluntary Product Standard PS 55-72. Color and style shall be selected by Owner. Vinyl trim includes all items such as corner boards, fascia boards, eave or gutter boards, gable trim, window trim and sills, soffits, louver trim, etc. This item covers all exposed wood on house. Soffits shall have a minimum thickness of .035". Perforated soffits shall be used at intervals designated by the scope of work. Vinyl trim shall be installed strictly in accordance with specifications in the scope of work. Caulk as specified in the scope. Caulking used must be of the type specified in the scope and neatly applied.

#### **Mobile Home Skirting, Exterior Insulated**

At perimeter of structure, install AWW 2" x 4" frame for skirting with studs spaced 24" OC. Studs shall have two 16d nails or 3½" screws at each connection. Fasteners shall be galvanized or other material specified in scope of work. Install frame 1-1/2" from ground and follow contour of ground (No "stair stepping" of height changes). Use AWW 12' 2" x 4" for top and bottom plate with joints staggered. Framing shall be installed plumb and square. Include AWW 2" x 4" frame for minimum 24" X 30" access door near the water shut-off valve. Install two layers of 2" extruded or (or one layer of 4") expanded polystyrene to the interior side of the skirting and door(s). Fill all gaps in insulation with gun foam. Skirt sheathing shall be ½" AWW plywood or 26 gauge 3' x 12' metal roofing (color appropriate). Install skirting 1-1/2" from ground and follow contour of ground. All cuts in plywood shall be straight. Plywood seams shall be fastened on a framing member. Top edge of sheathing shall be placed either behind the structure siding allowing the siding to provide a drip edge or the skirt sheathing shall butt to the siding using "Z" metal for prevention of water damage. All fasteners shall be compatible with AWW materials. Nailing schedule shall be specified in the scope. Corners shall be finished with 26 gauge galvanized metal flashing. All joints shall be sealed neatly using exterior caulk. At least one insulated access door with easy opening hardware shall be provided. Access doors may not be closed and opened by use of screws. Access door(s) to be top hinged (bottom opening), tight fitting (no more than 1/16' gap) or weather-stripped Q-LON™ door weather-stripping or approved equal to stop airflow and secured with a galvanized barrel bolt at both bottom corners. Install EPDM boot to form seal at bottom of skirting and must slightly compress on ground; installed between

exterior sheathing and framing, secured on the interior with 1" # 8 screws & 1-1/4" fender washers 12" O.C. all to be compatible with AWW wood. Moisture barrier shall be stapled to the bottom plate of skirting 8" OC.

### **Air-Infiltration Barrier**

Air-Infiltration Barrier: "Tyvek Housewrap" or approved equal. Air Porosity: 15 seconds or more. Water Resistance: Over 75 as measured by ASTM D-779. Installation instructions shall be specified in the scope.

### **Interior Sheathing**

#### **Plywood (3/8" AC)/ Drywall on Ceilings and/or Walls**

At the location noted in the scope of work or drawing(s), install 3/8" AC plywood on ceiling and/or walls. Remove any fixtures, plate covers, etc. that are on the surface of affected area. Attach plywood to the framing with finish nails or screws. Nails shall extend into the framing member not less than 1-1/2". Screws shall extend into the framing member not less than 1". Fasteners shall be space 4" to 6" OC along edges and 10" to 12" OC on intermediate framing, countersunk, and filled. All inside and outside corners and butt joints shall be neatly cut and butt cleanly to adjoining piece. Joints to occur at framing members. Reinstall all fixtures, electrical plate covers, etc.

#### **Drywall, General Installation**

Gypsum Wallboard (GWB) shall be gypsum wall-board with tapered edge plain complying with American Society of Testing Materials Standard C-79. Wallboard shall be installed at right angles to the supporting structural members in as long a length as possible. Wallboard shall be nailed with 1 1/4" long angularly threaded nails having heads at least 1/4" or drywall screws. Nails shall be driven with their shanks perpendicular to the face of the board and seated below the surface of the board without breaking the paper. Nails shall be driven at least 3/8" from panel ends and edges. Use double nailing, with pairs of nails spaced 12" on center and 2" apart. Use single nailing around the perimeter of the panel, space 7" on center.

Joint tape and compound shall conform to American Society of Testing Material Standard C-475, Treatment Materials for Gypsum Wallboard, and be applied according to the scope's specifications. A minimum temperature of 55 degrees F. shall be maintained in the room where the work is done until the joint compound is completely dry. Over joints, the tape shall be embedded in joint compound and covered with a thin layer; a second and a third coat shall be applied. Each coat shall be dry before applying the next coat. Each coat shall be feather-edged and extended beyond the previous coat approximately 2". The finish coat shall be sanded lightly and any imperfections filled in prior to any painting or decorating. Contractor shall avoid roughening of the wallboard surface. Cover nails with three applications of joint compound, allowing time to dry between each coat. The final coat shall be sanded lightly before application of paint or other decoration.

Inside corners shall be reinforced with tape embedded in joint compound. Outside corners shall be protected by galvanized wallboard corner beads for finishing with joint compound. Corner beads shall be finished with two coats of joint compound.

Extend electrical outlets and switch boxes flush with the finish wall to accommodate gypsum wallboard.

Unless otherwise specified, existing window, door and baseboard trim shall be left in place, and gypsum wallboard shall be carefully abutted thereto.

#### **Drywall, Firetape Existing GWB**

At the location noted in the scope of work or drawing(s), apply fire tape to walls and ceiling. Apply tape and mud to seal seams as specified in the scope. Apply one coat of mud to nail/screw heads, seal edges, transitions and corners. Area shall be left clean and dust free. Must meet ASTM C1396 / C1396M - 09a.

#### **Drywall, Ceiling, Type X GWB**

At the location noted in the scope of work or drawing(s), install new 5/8" type "X" drywall. Remove any fixtures, plate covers, etc. that are on the surface of affected area. Attach to the framing with drywall screws as described in 5.A. & 5.B Fasteners shall extend into the framing member not less than 1". All outside corners shall receive metal corner beads, joints to occur at supports, tape and finish joints and fastening heads. Apply one coat tape and mud to seal all joints and screws to a fire tape status. Reinstall all fixtures, electrical plate covers, etc.

#### **Drywall, Walls and/or Ceilings GWB, New**

At the location noted in the scope of work or drawing(s), install 1/2" drywall on all walls and 5/8" on ceilings. Remove any fixtures, plate covers, etc. that are on the surface of affected area. Attach to the framing with fasteners specified in the scope. Fasteners shall extend into the framing member not less than 1" in a pattern specified in the scope. All outside corners shall receive metal corner beads, joints to occur at supports, tape and finish joints and fastening heads. Apply one coat tape and mud to seal all joints and nails to a fire tape status. Reinstall all fixtures, electrical plate covers, etc.

#### **Drywall, Walls and/or Ceilings GWB, Patch**

At the location noted in the scope of work or drawing(s), install 1/2" or 5/8" to match existing drywall patch. Install 1/2" plywood backer strips. Secured backer strips and drywall patch with drywall screws in a pattern specified in the scope. Fire tape the patch as specified in the scope.

#### **Drywall, Walls and/or Ceilings, Moisture Guard GWB**

At the location noted in the scope of work or drawing(s), install 1/2" Moisture Guard drywall on all walls and 5/8" on ceilings at required wet areas. Remove any fixtures, plate covers, etc. that are on the surface of affected area. Attach to the framing with drywall screws per scope specs. Fasteners shall extend into the framing member not less than 1". All outside corners shall receive metal corner beads, joints to occur at supports, tape and

finish joints and fastening heads. Apply one coat tape and mud to seal all joints and nails to a fire tape status. Reinstall all fixtures, electrical plate covers, etc.

### **Walls and/or Ceilings, Cement Board**

At the location noted in the scope of work or drawing(s), install 1/2" cement board (type specified in the scope) on all walls and ceilings at required wet areas. Remove any fixtures, plate covers, etc. that are on the surface of affected area. Attach to the framing with cement-board screws per scope specs. Fasteners shall extend into the framing member not less than 1". All outside corners shall receive metal corner beads, joints to occur at supports, tape and finish joints and fastening heads. Apply one coat tape and mud to seal all joints and nails to a fire tape status. Reinstall all fixtures, electrical plate covers, etc.

### **Water Resistant Wall and Finishes**

#### **Tileboard**

Tileboard is to be installed according to scope specifications. Glue to plywood underlayment using a waterproof adhesive meeting the requirements of American Society of Testing Materials Specification C-557-65T. No nails or other fasteners to be used to attach panels to plywood underlayment.

#### **Trim**

Trim tileboard with plastic molding available from the manufacturer. Use trim at corners, edges, and all joints.

#### **Tub Enclosure Units**

Tube enclosure units shall be 1/16" or thicker molded fiberglass, consisting of three panels with integral soap dish. Units shall be installed in accordance with scope specifications.

### **Doors**

#### **Door, Deadbolt and/or Lockset**

At the location noted in the scope of work or drawing(s), replace/install exterior door locks with keylock and/or deadbolt. Deadbolt to extend 1" into strike and screws securing strike must extend a minimum of 1" into 2x framing of door (trimmer). Repair unused holes and damages in door and jamb. Holes larger than 1" wide or long to be repaired using wood plugs. Properly adjust door to open, close, lock and seal properly. All locks for individual unit to be keyed alike. Door shall have both an entrance lockset and a deadbolt keyed alike.

Locksets: Certification ANSI A156.5, 1992, Grade 2. Auxiliary lock.

- i) Latch 1" x 2 1/4", 1/4" Radius corner faceplate, 7/8" housing diameter, 1/2"throw spring latch
- ii) Strikes 1 5/8" x 2 1/4", Radius corner, full lip, no box latch strike & 1 1/8" square corner, no box deadbolt strike
- iii) Backset Universal backset latch & deadbolt, fits either 2 3/8" or 2 3/4" backsets

- iv) Cylinder F-Series: 6-Pin solid brass, keyed 5-Pin, C keyway, keyed different (KD)
- v) Door Range 1 5/8" – 1 3/4". Packed with extra mounting screws to accommodate 2" doors\*\*
- vi) Keys: Four nickel silver cut keys per lock, 5-Pin, C section
- vii) Schlage Model F51 PLY 605.

Deadbolts: Certification ANSI A156.5, 1992, Grade 2. Auxiliary lock.

- i) Single Cylinder Deadbolt Lock - Deadbolt thrown or retracted by key from outside or by inside turn unit. Bolt automatically deadlocks when fully thrown.
- ii) Deadbolt 1" x 2 1/4" Radius corner faceplate, 7/8" housing diameter, 1" throw.
- iii) Strikes 1 5/8" x 2 1/4", Radius corner, full lip, no box latch strike & 1 1/8" square corner, no box deadbolt strike
- iv) Reinforcement Door frame reinforced with 3" screws
- v) Backset Universal backset latch & deadbolt, fits either 2 3/8" or 2 3/4" backsets
- vi) Schlage Model F51 PLY 605, BA360N (Single Cyl. B360N 605 – Same?)

### **Door Shims**

Door Shims: install cedar shingles cut to approximately 1 ½' width to align door jamb in framing at locations specified in the scope.

### **Door, Interior**

Install interior 1 3/8" thick door at location specified in the scope. Interior door shall be installed with 2 or 3 butt hinges 3 1/2" x 3 1/4" and passage lockset. Bathroom doors and bedroom doors shall be provided with "privacy lock" sets. Closet doors shall be provided with "passage lock" set. All interior doors shall be installed per specifications in the scope

### **Door, Interior Prehung**

Remove existing interior door, jamb and trim and replace with a new prehung unit. Door shall be 1 3/8" thick. Doors to be complete with passage locksets. Bathroom and bedroom doors shall be provided with "privacy lock" sets. Doors shall be installed in accordance with the specifications in the scope.

### **Door, Exterior Entry Pre-hung, Replace**

At the location noted in the scope of work or drawing(s), install door to match existing swing unless otherwise noted. Remove and properly dispose existing door(s). Install metal or fiberglass insulated, prehung exterior door(s) sized to best fit the appropriate rough opening per the specifications in the scope. If there is adequate room to revise the opening

to accept a standard door, the rough opening width/height shall be revised to optimize the door size. Jamb shall include pressure type weather strip, door bottom shoe and adjustable threshold, keylock and a single cylinder deadbolt keyed alike. Door shall be installed level with even reveal around door and weatherstrip and door bottom adjusted for optimum seal. Locks shall operate with minimum effort. Door shall have a minimum of seven shims with four installed on the strike side. Door shall be insulated with door and window foam. Caulking shall be installed per the scope on the bottom of the RO before installing. Flashing shall be installed over door per scope specifications. Replace trim inside and out using matching trim. Mobile homes shall have a minimum of a 4" of flashing installed over door.

### **Door, Exterior with Glass**

Exterior doors shall be 1 3/4" thick fir door with 1" thermal glass in the top half. All exterior doors shall be hung on three 4" X 4" butt hinges and shall be provided with a tumbler type lockset. All new locks to be keyed alike. Doors shall be prime coated immediately after installation, then painted two coats as per painting specification. Installation shall be the same as for Exterior Entry Prehung. Additional specifications such as swing, brand/model, location, materials, and fasteners shall be in the scope.

### **Door, Patio, Replace**

At the location noted in the scope of work or drawing(s), remove and properly dispose of the existing sliding or patio door(s). Install swinging patio door sized to optimize the existing rough opening. Use "Atrium Door" or equal, or as specified in the scope. Swing door per scope specifications. Jamb shall include pressure type weather strip, adjustable door bottom shoe and adjustable threshold, keylock and a single cylinder deadbolt both keyed alike (with owner approval). Door shall be installed level with even reveal around door and weatherstrip and door bottom adjusted for optimum seal. Locks shall operate with minimum effort. Door shall have a minimum of seven shims with four installed on the strike side. Door shall be insulated with door and window foam approved caulking shall be installed on the bottom of the RO before installing. Flashing shall be installed over door. Replace trim inside. Replace trim inside and out using matching trim. Mobile homes shall have a minimum of a 4" of flashing installed over door.

### **Door, Weatherstrip**

Install Door Weather Stripping at the location(s) and as noted in the scope of work or drawing(s). Door weather stripping shall decrease operating force, air infiltration, and water penetration; all components must meet or exceed AAMA specifications. Material: Extruded tempered aluminum 6063-T6, sponge neoprene seal, stainless steel fasteners, dark bronze anodized aluminum. After installation, adjust doors to open, close lock and seal properly. Door bottom height must allow door to clear floor covering. Weatherstrip must form an air tight seal.

Pemko Model 306DQD, M-D Building Products Model 87783, Schegel Systems, Inc Q-Lon door sealing system, and FIN-SEAL - corner seal or approved equal.

Barb Weatherstripping: 7/0 Brown Compression Weatherstripping (equal to SBS part number 329126)

Door Bottom: Material: U-shape vinyl door bottom with vinyl fins 1-3/4" width, Stainless steel fasteners, white or brown finish. M-D 06528 or approved equal.

#### **Door, Bottom**

Install M-D 06528 U-shape vinyl door bottom with vinyl fins or equal. Door bottom height must allow door to clear floor covering. Cut to fit door and fasten as specified in the scope.

#### **Water Heater Door Insulation, Mobile Home**

Insulate water heater compartment door. Install ODW 2"x4" fastened with 3-1/4" ODW compatible screws 10" O.C. around the outside perimeter of the opening, all corners shall be mitered, caulk all exterior edges with approved exterior clear caulk, install 4" galvanized drip edge flashing above the 2"x4" opening extended 2" past each side of the 2"x4" frame with the protruding corners rounded, flashing shall be caulked on the surface that will contact the vertical surface of the siding before installing. Attach with 1" galvanized screws 10" O.C., then the top edge of the flashing shall be caulked and smoothed for a professional appearance. Construct door panel made out of 1/2" AWW plywood insulated with 2" of approved Styrofoam covered with 1" fiberglass duct board with the foil facing out (when door is open the foil shall be exposed). Attach with 3-1/4" screws compatible with AWW. The door panel shall be hinged with two 4" galvanized hinges swinging out to the exterior, the door shall be latched with a galvanized safety hasp that will accept the clients padlock if they chose to install. The hasp shall be secured with a 3/8" x 1" galvanized bolt and nut in place of a padlock. Galvanized 4"-5" handle shall be installed on the exterior hasp side of the door with appropriate screws for AWW.

### **Windows**

#### **Window, Removable Storm Units**

Install storm windows at the location noted in the scope of work or drawing(s). First remove deteriorated storm window materials including nails, screws, staples, etc. that would interfere with the proper installation of new units. Using glass cleaner, wash windows to be sealed and the storm glass to be installed. Storm panels shall be not less than 1/8" thick up to 16 square feet. Over 16 square feet shall be 1/4" glass. Storm units shall have metal edging that is securely attached to the glass. Clips shall be placed not less than 2 per side but spaced not more than 24" apart on any side. Clips and screws shall be stainless, galvanized or aluminum and resistant to deterioration. Units shall be installed against a solid, smooth surface that will provide a constant contact seal with the storm panel. RIGID TYPE: For regular installation using metal snap clips on exterior or interior clips that are removable without the use of tools. Mobile Home Type: units with metal lip edge shall be installed using interior metal clips that are removable without the use of tools.

### **Window, Reglaze Sash I. G. Units**

At the location noted in the scope of work or drawing(s), remove deteriorated glazing and all remaining glazing materials, and install new insulated glass. I. G. units to be Low-E, Argon filled with a thermal break not less than 3/8" air space. Glass shall be not less than 1/8" thick up to 16 square feet. Over 16 square feet shall be 1/4" glass. Glaze into sash using specialized glazing caulk or if sash is so equipped, using removable glazing strips. Glass shall be mounted using glaziers spacing blocks. Spackling is not acceptable. Clean window after installation of all glazing materials. Replace damaged or missing glazing strips as identified in the scope. Removal of stickers will be contractor's responsibility. Special Note: wood windows - new wood glazing strips shall be painted with two coats of primer per Paint specifications.

### **Window Replacement**

At the location noted in the scope of work or drawing(s), remove and properly dispose of the existing noted window(s). Install a vinyl, fiberglass or wood casement/awning/fixed window, as noted in scope of work, for the particular opening. Window shall be manufactured to fit the existing RO and shall include Low-E (argon filled or heat mirror), minimum R-Value 3.0 (U=.333) or equivalent insulated glass with not less than 1/2" airspace. Installation shall include exterior molding. Unit shall include screen and all hardware. Window to be installed plumb and true, and shimmed at corners per scope. Interior space around window to be filled with door and window Hilti foam or approved equal and lined with ice and water shield for moisture drainage. Flashing shall be installed over window, (4" wide on mobile homes). Exterior shall be caulked with polyurethane, siliconized polyether or elastomeric window caulking. Operator hardware to be Roto style on casement, and lever or roto style on awning. All operable windows shall include positive acting multi-point cam type locks. Locks shall operate with minimum effort. Remove identifying stickers and clean window after installation. Interior shall have vinyl jamb extensions with bevel trim attached. Vinyl windows shall have vinyl exterior molding. Wood Windows shall be attached every 16" through the brick mold using 16d galvanized casement nails or exterior rated # 8, 3-1/2 screws all nail or screw heads to be recessed and sealed prior to painting. Interior trim to match existing. All exposed new wood shall be painted per Paint specifications. All cracks and seams shall be caulked. Replacement bedroom windows shall meet egress requirements.

### **Window, Sash Repair**

At the location noted in the scope of work or drawing(s), repair as noted the window(s)/sash(s) to "like new" operation. This includes removal of unit, installing temporary 1/2" plywood secured with tamperproof screws to cover over the opening, delivery of said unit(s) to a glass shop for repair or replacement of any damaged or missing parts, weatherstripping and glazing materials. Retrieve repaired sash unit(s), remove temporary cover and reinstall. Patch, sand all affected areas ready for paint per Paint specifications. Units shall operate smoothly and be draft free when closed. All exposed new wood shall be painted per Paint specifications.

### **Window, Vinyl Window**

Vinyl Windows: Casement/Awning windows shall have roto gear opener, multi-point locking, screens, thermo pane with minimum ½" air space, minimum R-Value 3.0 (U=.333) or equivalent, Low E and (argon filled or heat mirror). Minimum sash thickness shall be 1 ¼". Trim shall be vinyl. All seams/cracks shall be caulked. Windows shall be foamed in place with low expanding spray foam formulated for use with windows and doors. All joints shall be caulked and cut to fit without gaps. Flashing shall be installed over the window to insure a water tight job. Interior shall have vinyl jamb extensions with bevel trim attached. Location, fastening, and other requirements shall be included in the scope.

### **Window, Window Kit**

Window Kit: at a location and in a manner specified in the scope, install plastic film and tape to make a temporary interior storm window. MD (brand) Shrink & Seal Indoor window kit or approved equal.

## **Roofs**

### **Roof, Apply Coating**

Apply two coats of roof coat system over entire roof surface as noted in the scope, Plas-T-Cote or approved equal. Prepare the surface by removing all boots and flashings and other hardware attached to the roof surface. Remove or repair all loose roofing materials. Patch all potential cracks or leaks around penetrations using an approved compatible sealant. Sweep entire surface clean. Apply roof coating per scope specifications. Coating shall extend over sides of roof to drip edge including plywood edging if used as a drip edge. Reinstall all flashings, boots and other hardware.

### **Roof, Metal, Replace**

At the location noted in the scope of work or drawing(s), remove existing roofing down to sheathing, purlins, or other subsurface. Install Grace™ or better Ice and Water Shield as specified in the scope at all eaves from the edge of the eave up roof not less than 6', 30" inside interior walls, and 18" at valleys. Install painted metal roofing (color to match existing), 26 gauge metal or better specified in the scope, including all flashings at valleys, ridges, gables and eaves, and any/all flashings at vertical intersections with walls or masonry as specified in the scope. Seal and/or flash all pipes or vents extending through roof as specified in the scope. Replace all existing boots with new. Replace any required attachments that were removed. Remove and dispose of debris according to Municipal regulations.

### **Roof, Sheathing, Replace**

At the location noted in the scope of work or drawing(s), remove and dispose of all roofing materials according to Municipal regulations down to the framing members. Install CDX plywood sized to match existing and nailed per scope specifications. All end joints shall be supported as specified in the scope. Joints shall be staggered.

### **Roof, 90# Rolled Roofing, Replace**

Remove and properly dispose of all roofing down to sheathing. Per scope specifications, install galvanized flashing or install Grace™ or better Ice and Water Shield membrane at all valleys, around all edges, and vertical intersections with walls or masonry. Metal step flashings and/or counter-flashings shall be used as specified in the scope to ensure a waterproof roof. All penetrations shall be flashed. Install ice and water shield per scope specifications at all eaves not less than 6', 30" inside interior walls, and 18" at valleys. Install 90# rolled roofing per scope specifications. Replace any attachments that were removed.

### **Roof, Mobile Home EPDM**

- a) Remove all roof flashings, clean and sweep entire roof and allow to dry before installing EPDM roofing materials.
- b) Install 1" fiberboard to the whole roof for chafing protection of the EPDM membrane, secured with 3" insulation plates (3" ribbed plate "Olympic" brand part # SPGA3R-ST or approved equivalent) using # 12 1-5/8" treated roofing screws. Use a minimum of 15 fasteners for each 4'x 8" sheet, uniformly spaced penetrating into roof trusses as specified in the scope.
- c) Cover the whole roof with .060" EPDM roofing material; secure the perimeter with 1" x 10' aluminum termination bar fastened with # 12 1-5/8" treated roofing screws 4" O.C.
- d) Install EPDM compatible pipe flashings to all roof penetrations. All pipe penetrations shall have an overlap patch applied to roof so that there will be double EPDM under each pipe flashing. All pipe flashings shall be installed using membrane cleaner, primers, adhesives, edge sealant, water stop, and clamp on the top of the pipe flashing.
- e) Extend flues with 26 ga. galvanized sheet metal pipe fastened with a minimum of four 1/2" galvanized sheet metal screws per joint. Attach flu caps using the same methods. All flu tops to be a minimum 12" off roof surface. If range hood & bathroom fans do not have a dampener, install one in the flu closest to fan as possible.
- f) Extend all plumbing vent tops to a minimum of 12" off the roof surface with a plumbing "tee" installed on the top secured with ABS pipe adhesive. All tees are to be uniformly aligned facing the prevailing wind.
- g) Seaming is not permitted unless specified in the scope.
- h) Field flashing is not permitted unless specified in the scope.

### **Roof, Shingles**

#### **Demolition:**

Tarp ground under rip-off area to catch fasteners and debris during demolition. Dispose of all demolition materials in a manner approved by the Municipality of Anchorage. Remove shingle roofing materials to roof substrate. Clean exposed roof decking of all fasteners, dirt, and debris. Remove all vents and roof jacks.

Notify Subrecipient for inspection of substrate prior to installation of any new material.

**Replace Roofing:** Roof Area is specified in scope. Contractor to verify.

a) Replace any unsuitable CDX decking as specified in the scope.

b) Install "Grace Ice and Water Shield", or approved equal or better, at lower edges. Install ice and water shield per scope specifications at all eaves not less than 6' up from eave, 30" inside interior walls, and 18" at valleys. Nail pattern as specified in the scope at the top edges. Nail in place with roofing nails or 1/2" roofing staples on metal caps, 5' up roof from eave, 2 runs overlapped as specified in scope. Approximately linear feet of material shall be listed in scope, Contractor to verify.

c) Install 15 lb. roofing felt on the roof's substrate surface and drip cap flashing to the roof edges as specified in the scope. Nail in place at top edges with roofing nails or 1/2" roofing staples on metal caps every 12". Install with overlaps as specified in the scope. Where end roll splices have occurred in a course, splices shall have a minimum of 3' of overlap.

d) Provide new flashing at all roof penetrations and new step flashing at roof-to-wall transitions. Replace all roof jacks with matching like type or better. Nail in place at top edges with 1 1/4" roofing nails and provide approved asphalt roofing-sealant at and around all roof jacks and flashing.

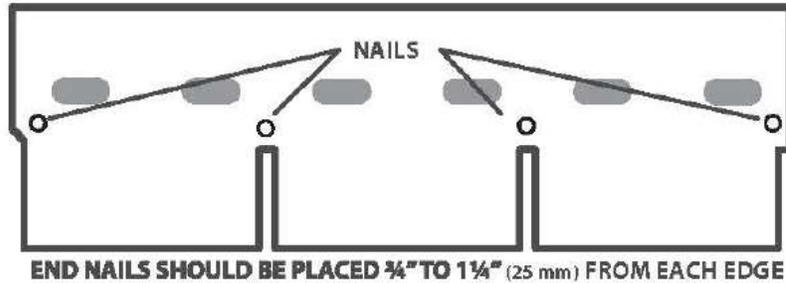
e) Install pre-finished metal Drip Edge, 2.5" x 1.25" x 28 gauge along rake and eave edges on all decks. Drip edges shall be made of corrosion-resistant materials that extend 2" minimum back from roof edges and bend downward over them. Approximate lineal feet shall be listed in scope. Installed new drip-edges under the underlayment at the eaves and on top of the underlayment at the rake edges. Secure eave and rake metal with roofing nails, centered on the top flange of the metal, spaced at 8" to 10", or as specified in the scope.

f) Install, to manufacturer's specifications, the Alaskan self-sealing "Rubber Modified" three tab shingle by "Malarkey" with 25 year warranty, approved equal or better. Manufacture specifications available in Appendix.

Hand Tabbing If installing shingles in fall or winter hand-tab shingles. Install a quarter-sized dab of shingle adhesive in each tab corner. Pressed shingle firmly into the adhesive. Excessive use of adhesive may cause blistering.

Nails shall be galvanized 12-gauge with 3/8" head or the equivalent corrosion-resistant roofing nail, and must be sufficient in length to penetrate through the roof deck or into the deck a minimum 3/4". Staples are not an approved fastening method.

Nailing Pattern for roofs with less than 12" per 12". Use four fasteners for each shingle. Nails must be placed just below the seal-down strip, 3/4" to 1 1/4" in from each edge of the shingle, with the two remaining nails just above the cutout on the same line as the end nails ( $\pm 1/2"$ ). When fastening, butt shingles together loosely to prevent buckling. Fasteners must not be overdriven to cut into shingles or under-driven. Fasteners must be seated flush to shingle surface, as illustrated. Nails shall penetrate through all layers of shingles.



For three tab shingles, fasteners with the minimum of 1" long, galvanized roofing nails are recommended by the National Roofing Contractors Association. Nails of 1 1/4" long are recommended for ridge shingles and interlocking of dimensional shingles (weaving) as in intersecting planes creating a valley.

Install Starter Course: start with Malarkey Smart Start, approved starter strip or a full 3-tab shingle of same type (regular asphalt or modified) with the tabs cut-off and the adhesive at the roof edge.

Roofers using nail guns known as coil nailers utilize 1" to 1 1/4" actual length of the nail that penetrates through the shingle and into the roof sheathing. The air pressure must be adjusted as not to allow the nail head to penetrate the shingle. Just as in the nails driven with a hammer, the nail shaft shall penetrate at least 3/4 inch into the sheathing or supporting lumber of the roof.

f) Step flashing around fireplace and boiler-stack chase shall be done so there are no leaks during seasonal thermal conditions.

#### **Fascia Board and Metal Edging**

Install fascia board & metal edging to roof perimeter. Roof-perimeter approximate linear-feet and specifications listed in scope, Contractor to verify.

Replace unsuitable supporting lumber as specified in scope. If additional unsuitable fascia or structural members are found to have rotted, expose damaged areas and contact the Subrecipient to prior to replacement; a change order will be required.

Provide and install new 1" x 6" fascia boards matching material, splices shall be beveled @ 20 degrees on the rafter tails, pre-primed on all 4 sides per Paint specifications, anchored in place with (2) #8 galvanized fasteners per rafter end, approx. lf. in scope.

Caulk nail holes smooth and seal joint seams prior to painting. Prime paint and paint 2 coats with trim color of exterior grade. See Paint specifications.

Provide and install pre-finished metal drip edge, 2.5" x 1.25" x 28 gauge on all eve edges anchored in place with 3/4" galvanized roofing fasteners, 1 per foot, approx. lineal feet listed in scope, verified by the contractor.

## Roof Trim

a) Fascia Boards - Fascia boards shall be cedar, pine, fir or hemlock. Only Grade B or better wood shall be used, conforming to American Softwood Lumber Standard PS 20-70 of the United States Department of Commerce. Fascia boards shall be primed with one coat of paint prior to installation per Paint specifications. Rafter ends shall be trimmed as specified in the scope before installation of fascia board so as to obtain a straight line. The fascia boards shall be nailed to the end of each rafter with two 8d galvanized or aluminum nails per scope specifications. After installation, paint to Paint specifications.

b) Plywood Soffits - Soffits shall be 3/8" thick A.C. exterior plywood. Soffits shall be fastened to 2" x 4" lookout boards at each rafter with galvanized ~~or aluminum~~ nails. A smooth horizontal surface shall be maintained. Soffits shall be primed with one coat of paint before or immediately after installation and painted per Paint specifications and as specified in the scope.

c) Aluminum Vented Soffits - Soffits shall be .019" thick aluminum with a pre-painted finish, Alcoa or equal, rib or V-groove type. Color shall be selected by Owner, and have a minimum 20 year paint guarantee. Soffits shall be applied according to scope specifications. Nailing shall be with aluminum nails to 2" x 4" lookout boards at each rafter. Nailing shall be done as specified in the scope so as to allow expansion and contraction of the metal. A smooth horizontal surface shall be maintained. Spacing of soffit venting panels shall be specified by the scope. When required, openings shall be made in existing wood soffit prior to installing aluminum vented soffit. Contractor shall ensure that air vents are not obstructed by insulation.

d) Vinyl Soffits

## Gutters and Downspouts

### Aluminum Gutters and Downspouts

Aluminum gutters and downspouts shall have a baked-on enamel finish with minimum 20 year paint guarantee, and shall comply with the Architectural Aluminum Manufacturers Association's latest Specifications for Aluminum Gutter and Downspout Systems, AAMA 1405.1. Gutters and downspouts shall comply with the standards for Roof Drainage Products, Commercial Standard CS 244-62 of the U.S. Department of Commerce. Install gutters with continuous lengths unless specified otherwise in scope. Install 2" x 3" rectangular downspouts as specified in scope. Securely fasten gutters and downspouts to house with aluminum hidden fasteners. Gutters shall be installed with fasteners spaced at 2' intervals. Rivet all joint connections with color coordinated rivets. Seal gutters on the inside with approved gutter adhesive.

## **Steel Gutters and Downspouts**

Steel gutters and downspouts shall have baked-on enamel surface (white) with 20-year paint guarantee. Gutters and downspouts shall comply with the standards for Roof Drainage Products, Commercial Standard Cs of the U.S. Department of Commerce. Install gutters with continuous lengths unless specified otherwise in scope. Install 2" x 3" rectangular downspouts as specified in scope. Securely fasten gutters and downspouts to house with aluminum hidden fasteners. Gutters shall be installed with fasteners spaced at 4' intervals.

## **Flooring**

### **Flooring, Underlayment**

At the location noted in the scope of work or drawing(s), install underlayment or AC plywood (size to match surrounding surfaces) secured with #8 1-1/2" screws and construction adhesive. Screw and countersink @ 3" O. C. at edges and 6" O. C. in field over joists or as specified in scope. Apply Fixall or other approved filler to all joints and set-screws and sand smooth.

### **Flooring, Vinyl Floor Covering**

Vinyl quality shall be specified in the scope with owner's choice of color and pattern. Flooring to go under all fixtures unless otherwise specified in work write-up. Before spreading adhesive, be sure underlayment is completely clean and dry. Use approved water resistant adhesive and apply in accordance with scope specification. Sheet-vinyl flooring shall be installed with no seams unless specified in the scope: existence, location, and installation. Use aluminum edge trim at doors per scope specifications. Any doors requiring cut-off after vinyl installation shall be cut off carefully without splintering or damaging the door. Hollow-core doors shall be cut with a straight, clean edge with the solid bottom piece moved up and reglued.

### **Carpet**

Carpet Padding and Carpet - Carpet padding and carpet shall comply with FHA standards UM-44A, "Use of Materials" for moderate traffic areas as follows:

- a) padding shall be 1/2" thick FHA approved foam
- b) carpet shall be FHA approved Hi-Low (sculptured) or plush nylon with a minimum pile yarn weight of 26 ounces per square yard. Owner's choice of carpet. Use tack strips along all walls. Cut off doors as specified in the scope to clear carpet. Care shall be exercised when cutting off doors to prevent splintering or damage to the doors. Hollow-core doors shall be cut with a straight, clean edge with the solid bottom piece moved up and reglued. Install metal carpet strips where carpet abuts other types of flooring surfaces. Install carpet in closets of rooms where carpet is specified. All laying to be done by professional carpet installers. Carpet shall be installed with no seams unless specified in the scope: existence, location, and installation. Where underlayment is to be used, install 1/2" thick

particleboard. Nail particleboard with 6d nails, flush, and spaced 10" to 12" center to center in middle of each panel and 4" to 6" center to center around perimeter; keep nail at least 1/2" from edges.

NOTE: Measurements shown in the scope constitutes estimated square footage based on room dimensions, including closets. The contractor must make all allowances for carpet waste.

## **Tile**

## **Grout**

## **Interior Trim**

### **Interior Trim, General Specifications**

All interior trim shall be Select or Better Grade White Pine or specified in the scope. Paperboard trim is not allowed. Millwork shall be accurately milled with clean-cut molding and profiles. Millwork shall be planed, scraped and/or mill sanded to produce proper surface for painting or varnishing. All joints shall be carefully fitted, with mitering of external angles and coping of internal angles. Use 8d finish nails to fasten door and window casings, aprons, and baseboards. Use 1 1/2" casing nails or brads to fasten door and window stops. Stools shall be blind nailed at the ends with 8d finish nails so that the side casings will conceal the nailheads. Nail patterns and material detail shall be specified in the scope. Finished nails shall be set and holes filled with wood putty or plastic wood. Trim to be stained shall not be finger-joint.

### **Shoe Molding**

Install new 3/4" quarter round shoe molding per scope specifications, which shall be prime/painted or stained prior to installation per Paint specifications. Miter or cope all corners and joints. After installing new 3/4" quarter round, set and fill nail holes and touch up as required. Reinstall any fixtures or appliances. Extreme care shall be exercised when reinstalling appliances to avoid rips or tears in vinyl. Thoroughly clean floor of any adhesive.

## **Cabinet**

### **Cabinets**

Cabinets must comply with the requirements of the American National Standards Institute ANSI A 161.1" Recommended Minimum Construction and Performance Standards for Kitchen Cabinets". Cabinets shall be installed level, plumb and true, in accordance with scope specifications. Cabinets shall be attached with screws to studs or other framing members per scope specifications. Trim out all joints between cabinets and wall and ceiling with prefinished trim per scope specifications. All new cabinets shall be color matched, color to be chosen by owner.

### **Medicine Cabinets**

Must conform to U.S. Commercial Standards CS 27- Cabinets shall have at least two shelves. If lighting is specified, Contractor's price shall include all wiring. Fluorescent lights shall be complete with plastic diffusers and bulbs. Lighting fixtures must carry Underwriters' Laboratories approval label. Owner to choose style within scope price specification. Install cabinets centered over vanity/lavatory in accordance with scope specifications.

### **Custom-Made Cabinets**

All custom-made cabinets shall have 1"x 2" wood stiles. Door and drawer fronts to match cabinets with lipped edges. All drawers to be mounted on slides. Base, bottom, sides, backs, and shelves of cabinets shall be of 3/4" birch or oak cabinet-grade plywood. Base cabinet kickspace to be approximately 4" high by 3 1/2" deep. Base cabinets to be approximately 24" deep. Door hinges to be self closing type. Door and drawer pulls to match hinges. Base cabinet shall be approximately 36" high including countertop. Wall cabinets that are 15" to 29" high shall have one shelf plus top and bottom of cabinet. Wall cabinets that are 30" high or more shall have two shelves plus top and bottom. Base cabinets shall contain shelving except beneath the sink area. If plywood is used, the front edges shall be covered with a thin piece of wood trim. Glue used in cabinet construction shall be water resistant. Cabinets to be constructed, finished, and installed to scope specifications.

### **Countertops**

#### **Countertops Post-Formed**

Countertops shall be post-formed laminated plastic with back splash. Countertop to be approximately 25" deep including back splash. Unfinished exposed ends shall have commercial laminated end caps (of same color and design) installed in accordance with scope specifications. When counter tops exceed 12' long and two pieces must be used, the joint shall not be close to the sink area.

### **Porches, Steps, Decks, Ramps**

#### **Steps**

Wood Steps - Wood steps to have treads of two 2" x 6" spaced 1/2" apart, overhanging front of stringer 1" and side of stringer 1 1/2". Maximum riser to be 7 1/2". Use two stringers supported on concrete footings at ground level. Wood to be pressure treated. Stringers to be 2" x 12" nominal size. Steps over 24" wide shall have an additional stringer, centered. Steps shall have handrails as called for in the scope. A concrete footing for wooden steps may be omitted when 4" x 4" treated posts are used at each side of the bottom steps for railings and resting on concrete. Dimensions, fasteners, locations, and other requirements shall be specified in the scope.

#### **Decks**

Decks - All material used for decks shall be pressure treated wood. The complete outer band shall be a minimum of 2" x 8" and joists a minimum of 2" x 6". Posts to be a minimum of 4" x 4" fastened to adjustable concrete blocks. Joists hangers or ledger strips shall be

used for all joists ends. Joists shall be on 24" centers. Flooring shall be 2" x 6" or 5/4" thick deck plank. Deck construction (dimensions, fasteners, locations, and other requirements) must be in accordance with scope specifications.

### **Railing**

Railing around top to have a 2" x 8" top plank with a 2" x 4" underneath top plank plus a second 2" x 4" located 4" above floor and 2" x 2" vertical pickets installed on 4" centers. Pickets to be beveled on bottom end. Construct and install according to scope specifications.

## **Paint**

### **Exterior Wood Surfaces**

Exterior wood surfaces to be painted shall be thoroughly scraped and sanded to remove loose, cracked and scaly paint and rough spots. Where previous paint coats have chipped and peeled, the edge shall be sanded down to obtain a smooth surface before new paint is applied. Thoroughly wash siding before painting. Scrub any mildewed areas, using a solution of trisodium phosphate.

### **Asbestos Shingles**

Asbestos shingles shall be thoroughly scraped to remove loose, cracked and scaly paint and rough spots where previous paint coats have chipped and peeled. Shingles shall then be scrubbed with a solution of trisodium phosphate and thoroughly rinsed.

### **Exterior Windows**

Before painting the exterior of windows, remove loose or shrunken glazing compound or putty. Thoroughly clean the rabbet, and apply one coat of primer. After primer is dry, reglaze.

### **Masonry Surfaces**

Masonry surfaces to be painted shall be scraped and wire brushed prior to painting.

### **Metal Surfaces**

Metal surfaces to be painted shall be scraped, wire brushed prior to painting.

### **Interior Walls**

Interior walls to be painted shall have cracks and indentations filled with spackling or joint compound, and then lightly sanded to provide a smooth surface. Painting includes any closets serving rooms to be painted. Texture to match or as specified in the scope.

### **Interior Wood Surfaces**

Interior wood surfaces shall be cleaned of all grease and dirt using a mild alkaline such as TSP; rinse thoroughly. Remove all loose, blistered or otherwise defective paint where previous paint coats have chipped and peeled, the edge shall be sanded down to obtain a smooth surface before new paint is applied. Fill in all cracks and other minor irregularities,

sand thoroughly, and prime all bare wood. Special care shall be used when applying a new coating over an enamel surface so as to secure proper adhesion.

### **Hardwood Floors**

a) Polyurethane Finish - Set all exposed nail heads to recess below wood surfaces. Sand floors to remove existing finish, using fine sandpaper for final sanding. Carefully vacuum to remove all traces of dust before applying finish. Apply polyurethane finish in two coats, allowing ample time to dry between the first and second coat.

b) Floor and Deck Finish - Scrape and sand entire floor area to remove all loose paint. Reset nail as specified below. Set, fill and sand all nails. Apply primer to all bare areas. Apply two (2) coats of floor and deck finish to entire floor.

### **Reset Nails**

Reset any loose or protruding nails, fill holes with putty and sand. Caulk all windows and doors with silicone or butyl type compound. Use caulking gun and apply uniformly.

### **Paint Quality**

All paint and other finished materials shall be of best quality as shown in Table A or of equal quality if some other brand is used. All paint shall be delivered to site in manufacturer's sealed containers. Each container shall be labeled, giving manufacturer's name, type of paint, color and instructions. Paint shall be used without thinning. Paint to be applied in dry weather, to dry surfaces within an air temperature of 50 degrees to 95 degrees F or as provided in the scope specifications. Painting done under conditions outside the previous specification shall be undertaken under controlled conditions to meet the spec. Finished work shall be uniform, of approved color, smooth and free from runs, sags, defective brushing and rolling. Make edges of paint adjoining other materials or colors sharp and clean. Only use solvents or thinners of type and in quantity specified by the scope.

### **Areas Not Being Painted**

All areas not being painted shall be protected at all times with drop cloths. Any surfaces or property damaged by painters shall be repaired or replaced. All window glass shall be left clean and free of paint and windows shall be in operable condition.

### **Color Selection**

If repainting a whole room or component, provide owner with a choice of color, confirmed in writing. Otherwise, paint to match.

### **Contractor's Responsibility**

Contractor shall be responsible for sealing any greasy or soiled surfaces prior to painting as necessary, to prevent any bleeding effect.

**Table A, Retailer's Recommendations**

<b>Type</b>	<b>Home Depot</b>	<b>Lowes</b>	<b>Sherwin Williams</b>
Semigloss Ceiling Paint	BEHR Premium Plus Ultra Pure White Semi-Gloss Interior	Valspar Signature Semigloss	ProMar 200 Zero VOC Interior Latex Semigloss B31-2600 Series with ProMar 200 Zero VOC Interior Latex Primer B28W02600
Interior Semigloss Wall Paint	BEHR Premium Plus Ultra Pure White Semi-Gloss Interior	Valspar Signature Semigloss	ProMar 200 Zero VOC Interior Latex Semigloss B31-2600 Series with ProMar 200 Zero VOC Interior Latex Primer B28W02600
Interior Semigloss Enamel	BEHR Premium Plus Ultra Pure White Semi-Gloss Interior	Valspar Signature Semigloss	ProMar 200 Zero VOC Interior Latex Semigloss B31-2600 Series with ProMar 200 Zero VOC Interior Latex Primer B28W02600
Interior Semigloss Trim	BEHR Premium Plus Ultra Pure White Semi-Gloss Interior	Valspar Signature Semigloss	Protect & Marine Coatings Direct-To-Metal Enamel B55 Series
Varnish	Varathane Gloss	Cabot's Spar Varnish Gloss	Wood Classics Waterborne Polyurethane Varnish A68 Series
Porch & Floor Paint	BEHR Low Luster Enamel Porch, Patio, & Floor Paint	Valspar Latex Porch & Floor Paint Base 2	Porch & Floor Enamel Interior/Exterior Acrylic Satin A32-200 Series
Exterior Paint	Marquee Semigloss Enamel	Valspar Duramax or Reserve (Best) Paint & Primer	Duration Exterior Acrylic Satin K33-200 Series
Metal Paint	Marquee Semigloss Enamel	Valspar Duramax or Reserve (Best) Paint & Primer	Protective & Marine Coatings Industrial Enamel HS B54Z-400 Series

Exterior Trim Paint	Marquee Semigloss Enamel	Valspar Duramax or Reserve (Best) Paint & Primer	Pro Industrial Acrylic Semigloss B66-650 Series
Concrete	BEHR Premium Concrete & Garage Floor Paint	Valspar Latex Porch & Floor Paint Base 2 with Valspar Fast Prep & Concrete Bonding	Pro Industrial Acrylic Semigloss B66-650 Series with Loxon Concrete & Masonry Primer/Sealer Interior/Exterior A24W8300

The brands omitted from the above list do not indicate that the other brands are not acceptable; however, brands not listed above must be approved by the owner and the Subrecipient prior to use.

The types of paint to be applied to various surfaces shall be in accordance with the following schedule.

Type	Primer	Minimum Coats*	Finish	Minimum Coats*
Interior Walls & Ceilings	Acrylic Primer Wall Paint	1	Acrylic Semigloss	2
Interior Trim	Primer, Same Brand as Paint	1	Acrylic Semigloss	2
Clear Finish Sealers	None		Polyurethane Varnish Gloss	2
Painted Wood Floors, Porch, Steps, and Deck	Primer, Same as Brand	1	Porch & Floor Latex/Acrylic Gloss	2
Wood Siding	Exterior Primer, Same Brand as Paint	1	Exterior Acrylic Paint	2
Metal	High Build Acrylic	1	Metal Enamel	2
Galvanized Steel	Zinc Chromate Enamel	1	Alkyd Trim	2
Concrete & Masonry	Acrylic Hi-Grade Concrete & Masonry Primer	1	Industrial Acrylic	2
Kitchen & Bath Walls	Acrylic Primer	1	Alkyd Gloss Enamel	2
Exterior Trim	Oil Exterior Primer	1	Oil Base Exterior Paint	2

\*Additional coats may be required so as to properly cover all surfaces. Kilz primer or approved equal or better to be used in high moisture interior areas or to cover stains or dark-colored paints that bleed through.

## Vapor Barrier

### Ground Moisture Barrier, Crawl Space

In the crawl space, remove excessive rocks and/or debris and install clear 6 mil poly sheeting moisture barrier on the ground per scope specifications. If existing moisture barrier exists install new moisture barrier over existing. All seams shall be overlapped not less than 12" and be sealed with visqueen adhesive such as Latex Tremco™ or also known as Sheetrock Acoustical Sealant and poly tape (or approved equals). All penetrations shall be sealed similarly. There shall be no excessive wrinkles in the poly. No moisture barrier may be attached to untreated lumber. Poly shall be taped/sealed around all interior foundation pads.

**Concrete Foundation:** Moisture barrier shall be sealed continuously with Sheetrock Acoustical Sealant or approved equal adhesive at the top of the footing and shall be installed 12" up all walls and continuously attached to concrete walls with an approved acoustical sealant.

**AWW Foundation:** Moisture barrier shall be installed from the bottom plate of the AWW foundation framing wall across the ground to the opposite wall with approved sealant and staples (5/16" galvanized ARROW™ T-50 or equivalent) 8" OC compatible with AWW. At the top of the foundation wall at the mud sill, the poly shall be stapled and sealed with acoustical sealant.

### Vapor Barrier, 6 Mil Poly

At the location noted in the scope of work or drawing(s), install 6 mil minimum clear polyethylene membrane (ASTM d 2103) moisture barrier to the inside surfaces. Poly shall be installed using Tremco Sheetrock Acoustical Sealant™ (or approved equal) and stapled on framing members. Poly is to be stretched tight without wrinkles or folds. Joints shall be overlapping and seams shall be sealed using poly joint tape and acoustical sealant. Joint tape shall be 6 mil polyethylene film with "sticky back" (pressure sensitive coated one side). Tuff Tape or equal. Vapor barrier (acoustical) sealant shall be manufactured by Tremco™ or equal and shall be non-hardening and non-drying. All penetrations shall be sealed using approved sealant.

### Mobile Home Ground Moisture Barrier

Install 6 mil poly sheeting moisture barrier on ground per scope specifications. All seams shall be overlapped not less than 12" and be sealed with an approved acoustical caulking and poly tape. Poly shall be taped around all piers. Moisture barrier shall be installed 12" up all walls. Staple poly sheeting to skirting at 8" intervals using 5/16" galvanized ARROW™ T-50 staples or equivalent.

### Mobile Home Floor Rodent Barrier

Repair Mobile home rodent barrier under home with Tyvek™ building wrap or approved equal. Secure with mastic under patch and then secure with galvanized ARROW™ "stitch" staples or approved equivalent or ½" galvanized # 12 sheet metal screws 8" O.C. and mastic over patch.

## Insulation

### Insulation, Fiberglass

At the location noted in the scope of work or drawing(s), install fiberglass batt insulation to maximum R-value as space allows in accordance with scope specifications. Fiberglass insulation must comply with the CCR, Title 24, Part 522912, Chapters 12-13. Flexible (batts) insulation must conform to ASTM C665-06. Chopped fiberglass blowfill insulation conforming to ASTM C687-07, similar to Knauf "Jet-Stream". Chopped fiberglass blowfill insulation similar to Knauf "Perimeter Plus" to use to dense pack walls. All spaces within framing to be filled with insulation, e.g. corners, behind outlet / switch boxes, partition leads, around windows, etc. Expanding foam shall be used for inaccessible voids. Install 6 mil minimum moisture barrier to the interior surfaces, fastened with 5/16" galvanized ARROW™ T-50 or equivalent 8" O.C. Clear poly moisture barrier shall have all penetrations and holes sealed using polyethylene tape. All light switches and receptacles shall be sealed with Tremco™ Acoustical Sheetrock Sealant or approved equal. All accessible ducting (Not heat producing flu pipes) shall be insulated to R-8 or greater.

**Walls:** Install the insulation from the interior side to all noted exterior walls from bottom plate to top plate with no voids.

**Rafter Cavity** (cathedral ceiling): Install fiberglass batt insulation to maximum R-value as space allows in accordance with scope specifications. Insulation shall not be tight against the roof sheathing above and supported with metal insulation hangers between the rafters, or as specified in the scope.

**Ceiling/Attic:** Install fiberglass batt insulation to maximum R-value as space allows or to minimum R-49 total, in accordance with scope specifications. On the floor of the attic, insulate area using fiberglass batts insulation laid alternately perpendicular to prior layers (to achieve R-49 minimum), Manufactured chimneys shall be properly protected from the insulation. No insulation shall touch the underside of the roof sheathing. Install insulation baffles as specified in the scope to optimize the R-value to the exterior wall.

**Floor:** Install fiberglass batt insulation to maximum R-value as space allows filling entire joist cavity in accordance with scope specifications. Insulation shall be tight against the floor sheathing and supported with metal insulation hangers between the floor joists or as specified in the scope. The insulation will be covered with Tyvek building wrap, or equivalent stapled 8" O.C. to the floor joists, to act as an air but not a moisture barrier. Building wrap will be stretched tight without wrinkles or loose areas.

### Insulation, Attic Loose Fill

All activities to be performed in accordance with the specifications in the scope. Install measuring device visible from access to insure insulation depth meets requirements. Install baffles per scope to optimize the R-value to the exterior wall. No insulation shall touch the underside of the roof sheathing. All electrical splices and connections shall be in UL approved junction boxes that have covers that are attached with screws specified in the scope prior to insulating attic. Manufactured chimneys shall be protected from the insulation with dams. Install dam around flu pipes constructed from rolled flashing in such a

fashion that there will be 2" clearance between flu pipe and flashing sealed at the top with noncombustible material and extend at least 4" above installed insulation level. No single wall pipe is allowable in attics. Install a box enclosure over recessed lighting fixtures or other heat-producing fixtures (including door bell transformers) that are not listed for insulation cover (IC). The enclosure must be 4" from the side of the fixture extending 24" in height. If closed top box is impractical, an open top box may be used but must extend 4" above the finished level of installed insulation. There shall be at least 1" clearance between top of dam and the roof sheathing. Enclosure may be made from metal or drywall, or other material with a flame spread rating of 25 or less, in accordance with ASTM E-84. Enclosure shall be securely attached and sealed. No insulation shall touch the underside of the roof sheathing. Install baffles as specified in the scope to optimize the R-value over the exterior wall top plate. Complete insulation certification form, attach a copy and empty insulation bag in the attic visible from the access and provide the Subrecipient a copy with the invoice.

**Blow-In Cellulose:** At the floor of the attic, insulate attic area using blow-in cellulose insulation (to achieve R-49 minimum). Recycled cellulosic fiber made from selected paper or paperboard stock with additives to provide for flame resistance. Must meet ASTM-C1497-04.

**Blow-In Fiberglass:** At the floor of the attic, insulate attic area using blow-in fiberglass insulation (to achieve R-49 minimum).

#### **Insulation, Dense Pack**

Install blow-in chopped fiberglass insulation where noted in scope of work to a density of 1.5 lb./cu. ft., or to a point that additional insulation cannot be added without causing the surface sheathing to pull away from the framing members. Install material with an insulation blower designed for the specific use of dense packing insulation as specified in the scope. All access holes shall be filled with a plug and sealed. Walls that contain fire blocking or other framing obstructions must be completely insulated.

**Dense Pack Ceiling:** Drill holes in interior ceiling surface or exterior rim ceiling joist area as noted in the scope to gain access to areas to be insulated.

**Dense Pack Walls:** Drill holes in interior or exterior surface to gain access to areas to be insulated as specified in the scope.

**Dense Pack Floor:** Drill holes in interior or exterior surface rim at floor joist area as noted in the scope to gain access to areas to be insulated. Material to be Knauf Premier Plus or approved equal.

#### **Insulation, Foam Board**

**Extruded Polystyrene:** Medium density foam board with an R-5 per inch insulation value, .6 perm rating maximum in 2' x 8' sheets, 15-yr thermal warranty. (DOW pink, Foamular 150, etc). Must meet ASTM C578-95.

**Expanded Polystyrene:** Faced foam board with an R4.5 per inch insulation value in 4' x 8' sheets, 15-yr thermal warranty. (4" R-Tech Type IV expanded polystyrene) Must meet ASTM 2430-05. Foil-faced one side, plastic face on other side.

Polyisocyanurate: Poly foil faced board covered with foil both sides in 4' x 8' sheets, having an R-7 per inch insulation value. (RMax, Thermax, etc). Must meet ASTM C1289-10 or FS (Federal Specifications) HH-I-1972/1 (1981).

### **Insulation, Rigid, Ceiling**

At the location noted in the scope of work or drawing(s), from the unit interior and over existing ceiling surfaces, install 2" rigid insulation board as specified in the scope. Prior to installation, remove all ceiling fixtures, trim and other materials that will interfere with the installation. Use extruded or expanded polystyrene as noted. Insulation shall be continuous over entire surface. All spaces to be filled with insulation, e.g. corners, partition leads, around plumbing and electrical, etc., using rigid or spray in foam. Rigid insulation shall be applied using approved adhesive and/or fasteners as specified in the scope as specified in the scope. Expanding foam shall be used to insulate inaccessible voids. All joints to occur at supports. Tape all joints and penetrations using poly tape. Reinstall all fixtures, trim, and other materials.

### **Insulation, Rigid, Foundation/Crawl Space Interior**

Remove existing batt insulation on crawl space walls and joist pockets. Install one layer of 2" Extruded or Expanded Polystyrene to the interior side of the foundation wall. Insulation shall be installed from the top of the footer up the wall to the underside of the floor joists. Foam fill all gaps in insulation. Rigid insulation shall be applied using approved adhesive and fasteners. Install a minimum of 6 Hilti pins or approve equal per sheet. All spaces to be filled with insulation, e.g. corners, partition leads, around plumbing and electrical, etc., spray in foam. Insert tight-fitting, removable 2" extruded or expanded polystyrene plug labeled "foundation vent" to cover crawl space vents.

**Rim Joist:** Install 2" thick Two-Part foam in joist pockets covering rim joist, and continue foam over sill plate and top of polystyrene insulation. Install new or re-install fiberglass unfaced insulation over sprayed foam in rim joists.

### **Mobile Home Skirting, Replace Insulation**

Remove existing batt insulation. Install two layers of 2" extruded or expanded (or one layer 4" expanded) polystyrene to the interior side of the skirting. Attach insulation using fasteners and adhesive as specified in scope. Fill all gaps with gun foam.

### **Repairs Post Installation**

In all cases where surfaces have been disturbed in the insulation-installation process, the Contractor shall repair sheathing and repaint in accordance with the Paint specifications.

## **Detectors**

### **CO Detector**

At location(s) noted in work scope or drawing, install CO Detector(s). Install per scope specifications outside of all sleeping areas and on every level of multi-level dwellings. Unit shall be battery powered or plug-in type with digital LED readout with ANSI/UL 2034-09 compliance, be labeled with local emergency phone number (911) and 5-year expiration

date. CO detectors shall be mounted on an interior wall when possible, in a visible location between 5 and 6 feet from the floor. Contractor shall cover surface mounted wiring with wire mold. They shall be no closer than 6 feet from combustion appliances, chimneys, flues, or inside corners. Provide owner with all manufacturers' paperwork.

Detector that sounds alarm when carbon monoxide reaches a minimum level of 70 ppm within 8 hours. Must meet testing to ASTM D6332 – 99 (2005) UL2034 Standard 3rd edition effective 8-1-09.

a) Electric w/battery back up: CO detectors shall be Kidde #KN-COPP-3 (approved equal or better). CO detector shall have a 7 year warranty, have a rechargeable battery back up, have a digital display that indicates CO levels in Parts Per Million (ppm), be UL approved, be labeled with local emergency phone number (911) and 5 year expiration date. CO detectors shall be mounted on an interior wall when possible, in a visible location between 5 and 6 feet from the floor. They shall be no closer than 6 feet from combustion appliances, chimneys, flues, or inside corners.

b) Battery Operated: CO detector shall have a 5 year warranty, have a digital display that indicates CO levels in Parts Per Million (ppm), be UL 2034 3RD EDITION approved, be labeled with local emergency phone number (911) and 5 year expiration date. CO detectors shall be mounted on an interior wall unless otherwise specified in the scope, in a visible location between 5 and 6 feet from the floor. They shall be no closer than 6 feet from combustion appliances, chimneys, flues, or inside corners.

### **Smoke Detector**

At the location noted in the scope of work or drawing(s), install new battery operated smoke detector with power-on indicator as specified in the scope. Unit to be UL approved and installed according to manufacturer's recommendation. Install photoelectric type, with a 5 year warranty. Detector shall be labeled with local emergency phone number (911) and 5 year expiration date. Provide owner with all manufacturer's paper work.

Photoelectric type sensors to detect smoke shall be supplied with five- (5) year batteries.

a) Electric: SA shall be photoelectric sensor, 120volt electric powered with 9 volt battery back up. SA shall be UL approved, be labeled with local emergency phone number (911) and 5-year expiration date.

b) Battery: Smoke Alarms shall be photoelectric sensor, 5-year warranty. SA shall be UL approved, be labeled with local emergency phone number (911) and 5-year expiration date.

## **Plumbing**

### **Plumbing Fixture and Materials**

Plumbing fixtures and material shall comply with and be installed in accordance with the specifications in the scope. All piping shall be installed in a manner which will not cause serious damage to structural members. Waste lines shall be PVC plastic pipe with compatible fittings; use solvents recommended by pipe manufacturer. Sewer lines when replaced shall be PVC piping. Water lines shall be type L hand drawn with wrought copper

fittings; use non-lead based solder with non-corrosive flux. Water lines may be neoprene in lieu of copper. Shark Bite compression fittings (or approved equal or better) may also substitute for solder and flux.

### **Water Heater**

Water heaters shall be installed per scope specifications and to have a glass lined tank or a vitreous porcelain enamel tank lining, blanket type glass fiber insulation, drain valve, temperature and pressure relief valve. Water heater shall have a minimum 40 gallon capacity and a 5-year warranty, and be manufactured by Jackson, Rheem, or A. O. Smith or an approved equal or better. BTU rating shall be specified in the scope. Gas water heaters shall be sealed combustion, and, if installed in a mobile home, shall be mobile-home rated. Upright types installed inside of house shall have extension piping added to the relief valve to direct relief to underneath house. Low-Boy types that are mounted under the structure shall be placed on a 4" thick concrete slab. All water heaters shall be the Energy-Miser dual element type. Provide all electrical, venting, gas or plumbing connections to the water heater. Installations shall be complete; any penetrations through the wall, ceiling, and/or roof shall be sealed air and water tight and finished per scope. Install seismic straps as specified in the scope.

### **Kitchen Sink**

Kitchen sink shall be a dual basin stainless steel sink with 8" deep bowls complete with basket strainers. Sink shall comply with U.S. Commercial Standard CS 243-62. Mount sink to countertop with fitting as specified in the scope. This item includes new piping and trap under sink.

### **Single Lever Sink Supply**

Single lever sink supply fitting shall have at least 8" long swing spout, aerator and lever control sprayer universally designed. Sink supply fitting shall be Delta 400 or approved equal or better. Faucet shall be installed per scope specifications.

### **Bathroom Sink**

Bathroom sink to have overflow and shall comply with US Commercial Standard CS 20-63. Color shall be owner's choice. This item to include trap and piping under sink. Bathroom sink shall be installed per scope specifications.

### **Bathroom Sink Faucet**

Lavatory faucet to have aerator. Lavatory supply and indirect lift waste fitting to be chrome finish, a universally-designed mid-quality Delta or Moan or approved equal or better. Faucet shall be installed per scope specifications.

### **Pedestal Sink**

Pedestal sink shall be American Standard or approved equal or better. Color and style shall be owner's choice under scope price-limitation, or owner pays difference. Install in accordance with scope specifications.

### **Toilet**

Toilet shall be complete with seal, supply line with valve and all other fittings. Toilet to be of siphon jet type, free standing, close-coupled closet combination, vitreous china complying with Commercial Standard CS 20-63. Water closet to be American Standard or approved equal or better. Color and style shall be owner's choice under scope price-limitation, or owner pays difference. Install in accordance with scope specifications.

### **Toilet Seat**

Toilet seat to be high quality material and installed per scope specifications. Hinges to have internal metal post reinforcement. Color and style shall be owner's choice under scope price-limitation, or owner pays difference.

### **Enameled Steel Tub**

Enameled steel tub to be American Standard or approved equal or better. Color and style . Shower shall be operated by a diverter spout. Type to be Delta 635 or approved equal or better. If new fittings are installed in lavatory, they shall be of the same design and style as those of tub.

### **Fiberglass Tub/Shower One Piece**

Fiberglass tub/shower to one piece American Standard or approved equal or better. Color and style shall be owner's choice under scope price-limitation, or owner pays difference. Tub surround to have integrally molded soap dish and grab bar. Install in accordance with scope specifications.

#### **Fiberglass Tub/Shower Four Piece**

Fiberglass tub/shower to be four piece American Standard or approved equal or better. Color and style shall be owner's choice under scope price-limitation, or owner pays difference. Tub surround to have integrally molded soap dish and grab bar. Install in accordance with scope specifications.

#### **Grab Bar**

Must be stainless steel, 1 ½" outside diameter. Grab bars shall be mounted parallel to floor, with 1 1/2" clear space between rail and wall as specified in the scope. Grab bars shall be fastened so as to support 250 lb. load or as specified in the scope. Mounting heights and length shall be in accordance with scope specifications. Where surfaces have been disturbed in the installation process, the Contractor shall repair sheathing per scope specifications and repaint in accordance with the Paint specifications.

#### **Water Service**

Water service from meter to house shall be 3/4" copper or approved plastic, installed according to scope specifications. Connect to water meter and run to new main cut-off valve inside of house or crawl space. Work includes excavation, backfilling, re-seeding, fertilizing and strawing of affected areas. Where surfaces have been disturbed in the installation process, the Contractor shall repair sheathing per scope specifications and repaint in accordance with the Paint specifications.

#### **Access Panel**

Provide a primed, metal, interior access panel to cover access opening to the valve by affixing the panel with (4) 1" pan head screws. Install one screw at each corner of the panel in the holes provided by the manufacturer for this purpose per scope specification. Paint the panel in accordance with Paint specifications.

#### **Washing Machine**

Washing machine supply and drain unit shall have outlet box as specified in the scope.

#### **Hose Bibbs**

Hose bibbs shall be of the frost proof type with back siphonage protection with locations and make/model as specified in the scope.

#### **Sump Pump**

Sump be shall be installed at lowest point underneath house per scope specifications. Pump is to be installed in a 12" x 24" flue liner, unless otherwise specified. Top of flue liner to be set so as to allow water to flow to it. Install 6" thickness of #3 washed stone in bottom of liner. Pump shall have 1/3 horse power or greater rated capacity. Drain line to

be buried if run to outside and run sufficient distance to carry water away from house, but not drain across property line. Drain line shall not be connected to sewer.

#### **Water Heater, Mobile Home**

At location noted in the scope or drawing(s), remove and dispose of existing water heater in accordance with the Municipality's Solid Waste Services. Install new Natural gas sealed combustion 40 gallon water heater, "Mobile Home Approved" Bradford White M-I-MS30T6LX, or approved equal per manufactures instructions. Install new drip pan, flue and flue collar, roof flashing and flue cap. Install one set of seismic straps; (Hubbard Enterprises Quick Strap 50™ or equal) using manufactures instructions and hardware. Complete and submit the Combustion Safety/Heating System Checklist, MOA permit / final MOA inspection and copy of warranty to the Subrecipient with invoice.

#### **Water Heater, Tank Type**

At location noted in the work scope or drawing(s), remove and properly dispose of existing water heater in accordance with the Municipality's Solid Waste Services. Install new Natural gas sealed combustion 40 gallon water heater as specified in the scope. Minimum 6 year manufacturers warranty on the tank. Install drip pan. Include all new parts and materials. Air-seal the water heater compartment and walls, floor, and ceiling after the removal of the existing water heater and prior to the installation of the replacement new water heater. Install new flue and flue collar. Install seismic straps. Provide warranty to the client. Submit copy of final inspection and warranty to Subrecipient. Complete and submit the Combustion Safety/Heating System Checklist, MOA permit / final MOA inspection and copy of warranty to the Subrecipient with invoice.

### **Electrical**

#### **National Electrical Code**

All new wiring shall be installed in compliance with scope specifications. All electrical fixtures shall carry the seal of approval of Underwriter's Laboratories.

Wiring shall be concealed as specified in the scope. Use non-metallic sheathed cable with copper conductors. All branch circuit wire gauges shall be in accordance with scope specifications.

All cutting of walls, floors, ceilings, and partitions for the passage of electrical work, the closing of superfluous openings around same in the connection with electrical work, and the removal of all debris caused thereby, shall be performed by the contractor performing the electrical work. Where surfaces have been disturbed in the installation process, the Contractor shall repair sheathing per scope specifications and repaint in accordance with the Paint specifications.

#### **100 AMP Service**

All homes are to have 100 AMP service unless other wise specified in the scope.

#### **Service Panel**

Provide circuit index on service panel showing which lines are served by each circuit breaker. Panel to have main breaker and accommodate 20 circuits breakers. All major appliances to be on separate circuits. Install in accordance with scope specifications.

### **Ground Fault Circuit Interrupters (GFCI)**

GFCI shall be installed kitchens, bathrooms, outside, and in other wet locations as specified in the scope.

### **Can Light Adapter**

Install recessed light adapter at existing recessed light fixtures as specified in the scope. Box all non-IC rated can light fixtures (See attic insulation section).

Recessed Can-Light Adapter: Three part system - T57WH(adaptor plate), R502WWH(track light fixture), CF16ELBR30 (16watt CFL bulb = 65 w incandescent).

### **Fan, Bath, Electric, New or Replace**

At the location noted in the scope of work or drawing(s), install a Panasonic Whisper Green model or equal bath fan with the appropriate CFM as specified in the scope of work. Zone rating shall not exceed 1.5. Fan shall be vented to the exterior via rigid ducting of 26 gauge galvanized material. Ducting shall be secured at all joints with 3 galvanized screws or weld joints sealed with mastic or HVAC tape. Ducting shall be supported and angled down towards the exit to prevent moisture buildup. Ducting shall be insulated to R-8 or greater or buried within the attic insulation or as specified in the scope. Exterior vent shall be dampened and weather tight. Preferred location of exterior vent shall be thru roof nearest the fan location. Gable termination when necessary shall be specified in scope. Any insulation affected by the installation shall be replaced. Ceiling penetration shall be sealed airtight with insulating foam. Install separate specified switch in wall next to opening side of door if specified in scope of work. All wiring shall be concealed in wall, floor and/or ceiling. Install as per scope specifications. Patch and seal all affected areas to match surrounding area as specified in scope.

**Replacement:** remove and properly dispose of the existing bath fan in accordance with the ordinances of the Municipal Solid Waste Department. Install fan and ducting per scope specifications. Where surfaces have been disturbed in the installation process, the Contractor shall repair sheathing per scope specifications and repaint in accordance with the Paint specifications.

### **Fan, Range Hood, Electric, New or Replace**

Install ducted, 120v. 160 CFM minimum range hood with 13w CFL light and variable speed fan as specified in the scope. Exposed ducting shall be insulated to R-8 or greater. Hood shall be connected to circuit capable of 15 AMP. Hood shall vent to exterior via 26 gauge galvanized metal ducting. All joints shall be screwed with not less than (3) galvanized self-tapping screws per joint and all ducting shall be supported, with screw patterns and supports as specified in the scope. If the range hood is located on an exterior wall, it shall be vented through the wall. If not on an exterior wall, the location of exterior vent shall be thru roof nearest the fan location unless otherwise specified in the scope. Seal joints with

mastic or HVAC tape. Ducting shall be supported and angled down towards the exit to prevent moisture buildup. Ducting in unheated space shall be insulated to R-8 or greater or buried within the attic insulation as specified in the scope. Termination cap shall be positively dampened and weather sealed. All penetration shall be sealed. All wiring shall be concealed. All affected surfaces shall be repaired. All work to be in full compliance with applicable electrical and mechanical codes. Standard is Nutone Model #RL6100 "Value Test" or approved equal. Provide manufacturer's warranty and user guide. Color selection by owner.

**Replacement:** remove and properly dispose of the existing range hood in accordance with the ordinances of the Municipal Solid Waste Department. Install fan and ducting per scope specifications. Where surfaces have been disturbed in the installation process, the Contractor shall repair sheathing per scope specifications and repaint in accordance with the Paint specifications.

### **Lighting Fixtures**

Lighting fixtures shall be complete with lamps, glassware, mounting hardware, frame and trim, stems, ballasts, and sockets to provide a complete operating fixture at each location and installed as specified in the scope. Owner shall choose style within the price limitations of the scope, or owner pays for difference.

### **Existing Wiring**

Existing wiring, outlets, switches, fixtures, covers, etc., shall be in accordance with prior code requirements when initially installed. All shall be safe, operable, and in good repair or replaced as specified in the scope.

## **Mechanical**

### **Heating, Duct, Construction**

At location(s) as noted on the drawings, install furnace ducts. Size and installation to be per scope specifications. Cut in additional supply vents as specified in the scope. Install the supply register grill(s) as specified in the scope. All joints to be supported and no less than 3 screws per joint as specified in the scope. Ductwork shall be completely air sealed using duct mastic "RCD #6" or approved equal or better. HVAC tape is allowed.

### **Heating, Duct, Repair/Sealing**

At location(s) noted on the scope and/or drawings, repair, properly support, and seal existing ductwork per scope specifications. All joints to be supported with no less than 3 screws per joint as specified in the scope. All ductwork shall be completely air sealed using approved duct mastic "RCD #6" or approved equal or better. Duct tape is not allowed. Remove existing duct tape prior to installation of mastic or HVAC tape. In mobile homes, secure duct boots, ramp duct ends.

### **Heating, Furnace Tune Up**

With all in accordance with the scope, perform before flue gas analysis, make required adjustments to achieve maximum efficiency. Perform after flue gas analysis to determine

efficiency, including draft, stack temperature, spillage, etc. Perform a carbon monoxide test to ensure safe levels are not exceeded on the system. Remove debris and fiber buildup in combustion chamber; includes cleaning burner and nozzle tip. Provide and install new thermocouple and air filters (s), leave replaced thermocouple with client. Remove and clean blower assembly, lubricate pumps, check flues, check limit controls. Adjust burner to obtain optimum efficiency. Inspect return and distributions system ducts to ensure they are attached and sealed properly. Inspect flue and flue cap for correct size and unsafe conditions. Complete Combustion Safety Checklist and submit report with invoice. Maximum 5 days to complete Tune-up after work order issued.

### **Water Heater Tune-up**

With all in accordance with the scope, perform before flue gas analysis, make required adjustments to achieve maximum efficiency. Perform after-flue gas analysis to determine efficiency, including draft, stack temperature, spillage, etc. Perform a carbon monoxide test to ensure safe levels are not exceeded on the system. Remove debris and fiber buildup in combustion chamber; includes cleaning burner and nozzle tip. Provide and install new thermocouple, leave replaced thermocouple with client. Check flues and flue cap, check limit controls, check Temp/Pressure relief valve. Adjust burner to obtain optimum efficiency. Inspect flue for correct size and unsafe conditions. Set water temp to 120 degrees Fahrenheit Complete Combustion Safety Checklist and submit report with invoice. Maximum 5 days to complete Tune-up after work order issued.

### **Unit Heater Tune-up**

With all in accordance with the scope, perform before flue gas analysis, make required adjustments to achieve maximum efficiency. Perform after flue gas analysis to determine efficiency, including draft, stack temperature, spillage, etc. Perform a carbon monoxide test to ensure safe levels are not exceeded on the system. Remove debris and fiber buildup in combustion chamber; includes cleaning burner and nozzle tip. Provide and install new thermocouple. Remove and clean blower assembly, lubricate pumps, check flues, check limit controls. Adjust burner to obtain optimum efficiency. Inspect flue and flue cap for correct size and unsafe conditions. Complete Combustion Safety Checklist and submit report with invoice. Maximum 5 days to complete Tune-up after work order issued.

### **Heating, Boiler Tune Up**

With all in accordance with the scope, perform before flue gas analysis, make required adjustments to achieve maximum efficiency. Perform after flue gas analysis to determine efficiency, including draft, stack temperature, spillage, etc. Perform a carbon monoxide test to ensure safe levels are not exceeded on the system. Remove debris and fiber buildup in combustion chamber; includes cleaning burner and nozzle tip. Provide and install new thermocouple, leave replaced thermocouple with client. Check and lubricate pumps, check flues, check limit controls, check low water cut-off, cycle zone valves, check Temp/Pressure relief valve. Adjust burner to obtain optimum efficiency. Inspect return and distribution system piping for leaks, corrosion and failed dielectric unions. Inspect flue and flue cap for correct size and unsafe conditions. Complete Combustion Safety Checklist and submit

report with invoice. Maximum 5 days to complete Tune-up after work order issued. Lubricate hydronic unit heater motor if present.

#### **Heating, Additional Heating Device Tune Up**

Another heating device in the same or adjacent building at the same address. This will typically be a heater for domestic hot water or garage unit heater and gas fireplace. Undertake tune-up in accordance with the scope.

#### **Boiler, Furnace Replacement**

Remove and dispose of the existing furnace/boiler in compliance with Municipal ordinance; recycling is encouraged. Existing furnace/boiler shall be destroyed to prevent reuse with documentation provided to the Subrecipient. Install new naturally aspirating or direct vent, sealed combustion, forced air furnace/boiler, sized properly for area of dwelling. Contractor shall install a new flue, flue cap and collar. Efficiency rating minimum 80% Steady State Efficiency (SSE) OR S.S.E. as prescribed in the scope of work. Installation shall be inclusive of all electrical, plumbing, gas piping, and combustion air necessary for a complete installation. Connection of existing supply and return to the furnace may be via flex connectors. All ductwork installed in unconditioned spaces shall be insulated to R-8 or greater. Filter system shall be easily accessible by the owner and shall be designed for disposable type filters. Plenum and ductwork shall be completely air-sealed using a duct mastic "RCD #6" or approved equal or better. Duct tape is not allowed. Repair all affected surfaces to match existing. All work and venting to be complete with boiler/furnace operating. Supply (4) filters to furnace owner. All manufacturer instruction books and warranties to be provided to owner. Install at existing location of unit to be replaced. Submit a copy of the Combustion Safety Checklist, MOA Mechanical permit, the MOA final inspection, and warranty with the pay application.

#### **Heating, Furnace Replacement, Mobile Home**

Remove and properly dispose of the existing furnace. Existing furnace shall be destroyed to prevent reuse with documentation provided to the Subrecipient, recycling is encouraged. Install new sealed combustion "Mobile Home Approved" furnace in the same location as the removed unit. Steady State Efficiency rating is 80% unless otherwise stated in the scope of work. Furnace shall be an Intertherm™ model M1MB090, or approved equal or better, including 10 year manufacturer's warranty on the heat exchanger and one (1) year warranty on the parts and materials. Installation shall be inclusive of all electrical, plumbing, gas piping for a complete installation. Installation shall include new nonprogrammable thermostat (Honeywell™ model CT87K) or approved equal; T-stat wiring to be verified serviceable; if not serviceable contact subrecipient for a "change order" to authorize replacement of the T-stat wiring. Other required new items: manufacture's flue, flue collar, roof flashing, roof cap. Also include new natural gas flexible gas line. Plenum and ductwork shall be air-sealed using a duct mastic "RCD #6" or approved equal or better. All work and venting to be complete with furnace operating. Contractor responsible for all required permits.

Submit a copy of the completed Combustion Safety Checklist, MOA Mechanical permit, the approved MOA Mechanical final inspection, and warranty with the pay application.

### **Heating, Boiler Replacement**

a) Install a new high efficiency (91% AFUE or better) type unit to provide adequate heat as specified in the scope. Boiler Installation Specifications: Weil McLain GV90+ Gas Boiler or approved equal or better. Scope will include size of unit.

b) Replace all leaking copper pipe (with like type material required by trade means and methods approved for plumbing process pipe). Also components to be replaced with new: water supply fill valve, expansion tank, air scoop, zone valves, flexible gas line, dielectric unions, secondary aqua stat, intake and exhaust flues, thermostat; with t-stat wiring to be verified in good serviceable condition via electrical resistance test. All supply and return valves are to be ball valves. Quality, size, and/or brand or better to be specified in the scope.

c) Vent/Exhaust Stack: Install all new venting ductwork for required exterior combustion air as specified in the scope. Location to be either the same as original unless specified in scope.

d) Note: A licensed Mechanical/Plumbing contractor is required for this replacement. The project will be required to pass a mechanical inspection for completion and payment.

### **Electric Baseboard Heaters**

Electric baseboard heaters to be installed as specified in the scope. Units shall meet the standards of the National Electrical Manufacturer's Association and be UL listed. Heating units shall be securely fastened to wall and installed in accordance with scope specifications. Heaters shall be complete with line voltage baseboard thermostats.

### **Bathroom Wall Heaters**

Bathroom wall heaters shall be located as specified in the scope and at least 30" from tub or shower. Wall heaters shall have polished aluminum reflector, aluminum grill and thermostat with "off" switch. Install as specified in the scope.

### **Dryer Duct and Cap**

Contractor shall demolish and properly dispose of existing dryer duct and termination cap as noted in the scope of work. After ducting is replaced, if there is any visible damage or voids in the interior that are not covered by the escutcheon, it shall be the contractors responsibility to repair to original condition.

Install new rigid ductwork (including adjustable elbows) and exterior wall hood cap as specified in the scope. Ducting to be minimum 28 gauge aluminum pipe properly supported every 30" with 1/2" wide galvanized pipe strap (plumbers tape) and fastened / sealed at joints with approved HVAC tape with temperature rating of 200° F, no screws. Ducting in unheated spaces shall be insulated to minimum R-8 with appropriate flexible fiberglass duct insulation have a FSK vapor barrier. Wall cap to be Nutone™ model 885-NS or approved

equal. Bid to include up to 10 lineal feet of ducting and two elbows or up to 6' of approved metal flex pipe and 4" stainless steel clamp to secure dryer flex to dryer.

a) Interior Dryer Duct: Semi rigid, flexible, alum dryer duct (4"x8' max velocity 5,000 FPM, Max pressures 6" w.g. Pos/Neg, Operating range -100 to 430F).

b) Dryer Hood: 26 ga. with dampener.

c) Hose Clamps: 4" steel.

## Appendix A: Malarkey Roofing Products





## 3-Tab Shingle Instructions

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a quarter-sized spot of shingle tab adhesive or face nailed. To avoid damage to hip & ridge shingles in cold weather, Malarkey recommends warming shingles sufficiently to prevent damage during installation. Shingles with the Scotchgard™ Algae Resistant Roofing System from 3M require ridge shingles with the Scotchgard™ Algae Resistant Roofing System from 3M.

**Re-Roofing Over Existing Asphalt Shingles** - If building codes permit, it is generally not necessary to remove old roofing, if: (1) the square butt asphalt shingles and the existing framing will support the workers, new roofing and required deadloads; (2) the old wood deck is sound and will provide good anchorage for nails. Make the surface as smooth as possible by replacing missing shingles and securely nailing all buckles, raised tabs or curled shingles. Additional ventilation should be added.

For smoother appearance Malarkey recommends applying a layer of Malarkey Right Start UDL over old shingles and then continuing with new shingles as though applying a new roof [as described in "Application 5½" (143 mm) Offset - Diagonal Pattern" section]. Local Code may require use of underlayment in re-cover roofing. Malarkey is not responsible for objectionable appearance of the new surface from any irregularity of the substrate or remaining roofing.

**Special Applications** - CSA-A123.1/A123.5 - Requires shingles applied in Canada between Sep. 1st and Apr. 30th be adhered with a field-applied adhesive as outlined by the manufacturer.

**Enhanced Wind Warranty** - An Enhanced Wind Warranty is available when additional installation requirements are met. See Malarkey Roofing Products' Shingle Warranty "Enhanced Wind Warranty" section for details.

**These Instructions are meant to act as a general guide. There are alternative installation methods for the installation of this product. Please contact Malarkey for details.**

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# Directions For Applying Malarkey 3-Tab Shingles

## GENERAL INSTRUCTIONS

Install Malarkey 3-tab shingles according to building code and local amendments. To qualify for warranty protection and obtain stated coverage shingles must be applied according to printed instructions. We assume no responsibility for leaks or when there has been improper application, failure to properly prepare the surface, or failure to provide proper ventilation according to F.H.A. minimum property standard requirements.

**Your supplier and applicator have Malarkey warranties, please ask for one.**

Standard exposure is 5 $\frac{5}{8}$ " (143 mm) to the weather. Offset between courses is 5 $\frac{5}{8}$ " (143 mm). Minimum offset for shingle installation is 4" (102 mm).

These step-by-step application instructions apply to standard slopes/inclines of not less than 4" (102 mm) per 12" (305 mm) or more than 12" (305 mm) per 12" (305 mm). For low slopes [2" (51 mm) to less than 4" (102 mm) per 12" (305 mm)] and steep slopes [more than 12" (305 mm) per 12" (305 mm)], modify the installation as described below. Do not apply shingles on roofs having a slope less than 2" (51 mm) per 12" (305 mm).

**Ventilation-** To prevent harmful condensation or heat build-up, air must circulate freely under the roof deck. F.H.A. minimum property standards require that there be a minimum of one square foot (0.0929 m<sup>2</sup>) of ventilation for every 300-square feet (28 m<sup>2</sup>) of attic floor space, distributed 50% at the eaves and 50% at the peak. All roof structures must have thorough ventilation to prevent entrapment of moisture-laden air behind roof sheathing. Ventilation provisions must meet or exceed current F.H.A. or H.U.D. requirements.

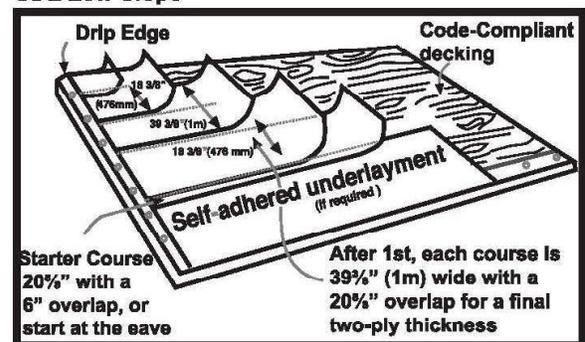
**Roof Deck** - Roof deck must be constructed of tongue and groove, seasoned dry lumber not over 8" (203 mm) in width and not less than  $\frac{3}{8}$ " (16 mm) in thickness. Combustible decks shall be sheathed with a minimum code-complying  $\frac{3}{8}$ " (10 mm) thick exterior-grade plywood, or minimum code-complying  $\frac{7}{16}$ " (11 mm) thick oriented strand board (OSB) structural use panel, structural particleboard panels, composite panels, wafer-board panels, or nominally 1" (25 mm) lumber installed as solid sheathing. Install accord-

ing to code and industry standards with the most stringent prevailing.

**Underlayment** - Apply a layer of Malarkey Right Start™ UDL underlayment on sheathing. Lap a minimum of 2" (51 mm) on sides, 6" (152 mm) on ends and nail sufficiently to hold in place. For application over decks with less than 4" (102 mm) in 12" (305 mm) slope see Low Slope Application section. Underlayment must carry a minimum 3" (76 mm) up onto any horizontal-to-vertical transition.

**Low Slope Application** - For slopes between 2" (51 mm) to 4" (102 mm) per 12" (305 mm) begin by nailing a 20 $\frac{5}{8}$ " (524 mm) wide strip of Malarkey Right Start UDL underlayment evenly along the eaves, or lap 6" (152 mm) onto self-adhered underlayment. Succeeding courses will all be 39 $\frac{3}{8}$ " (1 M) wide and positioned to overlap the preceding course by 20 $\frac{5}{8}$ " (524 mm). Secure each course by using only enough fasteners to hold in place until shingles are applied. For ice dam protection, see Ice Dam Protection section.

## UDL Low Slope



**Metal Drip Edges** - Metal Drip Edges are installed along rake and eave edges on all decks, especially plywood/OSB decks. Drip edges should be made of corrosion-resistant materials that extend 2" (51 mm) minimum back from roof edges and bend downward over them. Drip edges are installed under the underlayment at the eaves and on top of the underlayment at the rake edges. Secure eave and rake metal with roofing nails, centered on the top flange of the

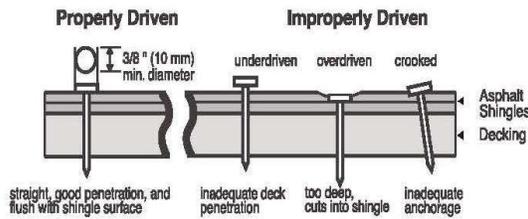
metal at 8" (203 mm) to 10" (254 mm) on center (or as required by building code).

**Hand Tabbing** - To ensure immediate sealing, Malarkey recommends hand-tabbing shingles. Hand-tabbed 3-tab shingles require a quarter-sized dab of shingle adhesive in each tab corner. The shingle must be pressed firmly into the adhesive (excessive use of adhesive may cause blistering).

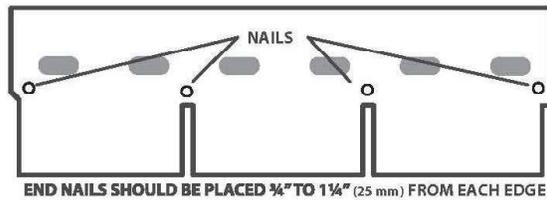
**Ice Dam Protection** - If there is a possibility of ice forming along the eaves causing a back-up of water, or if it is required by building codes, install a course of self-adhered underlayment. Self-adhered underlayment is installed directly to dry, clean roof deck on all eaves and rake sides of the roof and extend into the inside, warm interior wall of the roof a minimum of 24" (610 mm) or according to building code requirements.

**Fastener Instructions** - Nails must be galvanized 12-gauge with  $\frac{3}{8}$ " (10 mm) head or the equivalent corrosion-resistant roofing nail, and must be sufficient in length to penetrate through the roof deck or into the deck a minimum  $\frac{3}{4}$ " (19.05mm).

*Staples are not an approved fastening method.*

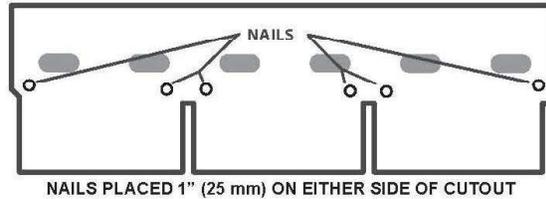


**Nailing Pattern** - Use four fasteners for each shingle. Nails must be placed just below the seal-down strip,  $\frac{3}{4}$ " (19 mm) to  $1\frac{1}{4}$ " (32 mm) in from each edge of the shingle, with the two remaining nails just above the cutout on the same line as the end nails ( $\pm\frac{1}{2}$ " ( $\pm 13$  mm)). When fastening, butt shingles together loosely to prevent buckling. Fasteners must not be overdriven to cut into shingles or under-driven. Fasteners must be seated flush to shingle surface, as illustrated. Nails should penetrate through all layers of shingles.



**Steep Slope Nailing of Shingles** - Roof decks with slopes greater than 12" (305 mm) per 12" (305 mm) require installation with six fasteners per shingle.

Fasteners should be placed just below the self-seal strip with two nails spaced 1" on either side of each cutout. End fasteners are set  $\frac{3}{4}$ " (19 mm) to  $1\frac{1}{4}$ " (32 mm) in from each edge of the shingle.



Roof decks with slopes greater than 12" (305 mm) per 12" (305 mm) require a quarter-sized dab of shingle adhesive in each tab corner. The shingle must be pressed firmly into the cement. (Avoid excessive use of adhesive as it may cause blistering.)

**High Wind Areas** - Six fasteners and hand seal, as needed.

**Wind Resistance** - Malarkey shingles have a thermal sealant that bonds the shingles together after application when exposed to the sun and warm temperatures. Shingles installed in fall or winter may not seal until the following spring. Shingles may not seal if damaged by strong winds before sealing, not exposed to adequate ambient temperatures, or if sealant gets dirty. Failure to seal under these adverse circumstances is not a manufacturing defect.

To ensure immediate sealing, Malarkey recommends hand-tabbing shingles.

**Note:** The film strip on each shingle is to prevent sticking together while in the bundle and is not designed to be removed.

**IMPORTANT**

The diagonal application procedure described here is necessary to prevent objectionable patterning. Malarkey is not responsible for such patterning on roofs where this diagonal method of application is not used.

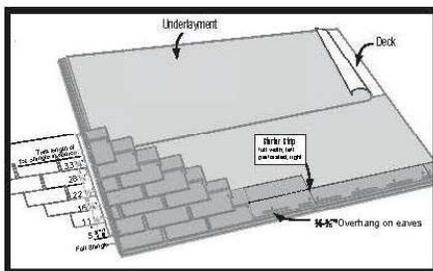
**Application 5 7/8" (143 mm) Offset - Diagonal Pattern**

**Starter Course:** Start with Malarkey Smart Start, approved starter strip or a full 3-tab shingle of same type (regular asphalt or modified) with the tabs cut-off and the adhesive at the roof edge. Smart Start is manufactured with a perforation 8" (203 mm) up from the bottom of the shingle. If you do not wish to have full shingle height in the starter shingle the 5 1/4" (133 mm) piece at the top may be removed and used on rake to reduce water run off and provide a straight edge.

Cut 6" (152 mm) off the length of the starter strip/shingle from the left hand side and apply at the lower left hand corner of the roof. The starter course should overhang the drip edge 1/4 - 3/8" (6 mm-10 mm). Continue starter course across the roof. Install with four fasteners 1 1/2" - 3" (38 - 76 mm) in from the eave, one fastener 1" (25 mm) from each side of the starter with the remaining two evenly spaced on the same line as the end fasteners.

**First Course:** Start with a full shingle applied onto and flush with the starter course at the lower left hand corner of the roof and secure with fasteners.

**Second Course:** Cut 5 7/8" (143 mm) from the left end of the shingle and apply the remaining 33 3/4" (857 mm) section over the first course shingle, exposing the first course 5 7/8" (143mm).



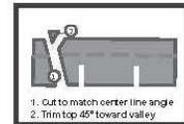
**Third Course:** Cut 11 1/4" (286 mm) from the left end of the shingle and apply the remaining 28 3/8" (714 mm) section over the second course shingle, exposing the second course 5 7/8" (143mm). Secure with fasteners.

**Succeeding Courses:** Courses four through seven begin with a partial shingle progressively 5 7/8" (143 mm) shorter, establishing the overall diagonal method or stair step effect.

Pieces cut from shingle along the left rake can be used to finish off the right rake. Apply a full shingle to each of the first seven courses to extend the pattern starting with the first course. Courses 8 through 14: repeat steps 1-7, beginning with a full shingle and continue succeeding courses with a partial shingle 5 7/8" (143 mm) shorter each time. Succeeding courses repeat this procedure beginning each seven course set with a full shingle. Strike a chalk line approximately every six courses to ensure courses are straight and that 5 7/8" (143mm) exposure is maintained. Secure with fasteners.

**Note:** Shingles may be laid from either left hand or right hand side. Start at either rake edge and follow layout and cutting instruction as required for proper application. When fastening, butt ends together loosely to prevent buckling.

**Valleys -** Closed-cut valley and metal valley applications are recommended. Center a valley liner of self-adhered underlayment or approved substitute and apply directly to the roof deck. Lace underlayment into and through the valleys from each side of the valley or tie onto self-adhered underlayment a minimum of 6" on each side. In closed-cut and metal valley installation, crop tops of each valley shingle at a 1" (25 mm) 45° cut.



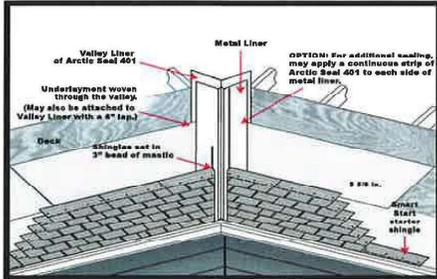
**Metal Valley -** Install metal valley over the underlayment and secure with fasteners no more than 1" (25mm) from the outside edges of the valley metal at a spacing of 10" (254 mm) to 12" (305 mm) on center. Set overlapping end of the metal valley in a continuous bead of sealant achieving a lap of 4" (102 mm).

**DO NOT FASTEN THE METAL LAP.**

Lay the first course of shingles along eaves of one roof area and over valley making sure the top of the shingle meets the centerline of the metal valley.

Complete the installation of the shingles on the roof section.

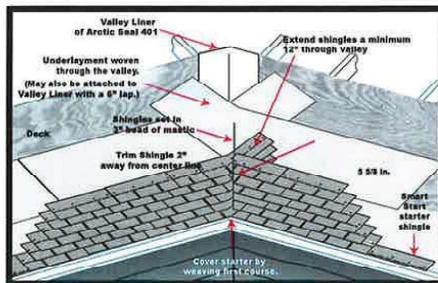
After all shingles have been installed in the valley, snap a line that extends out of the center of the metal valley 2" (51mm) and trim.



Crop all tops of each shingle course at a 1" (25 mm) 45° cut. Embed the cut valley shingle in a 3" (76 mm) wide bead of mastic (as shown). Continue installing the next section of the roof as described above.

**Closed-Cut Valley** - Lay first course of shingles along eaves of roof area and over valley, extending into adjoining section at least 12" (305 mm).

Complete the installation of shingles on roof section. Press shingles well into valley and nail no closer than 6" (152 mm) to centerline. Apply the second plane of shingles on the intersecting roof area, extending it over previously applied shingles. Trim 2" (51 mm) up from the center line of the valley (first course needs to be woven).

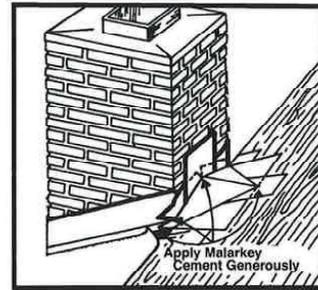


Crop all tops of each shingle course at a 1" (25 mm) 45° cut. Embed the cut valley shingle in a 3" (76 mm) wide bead of mastic.

**Note:** When applying a closed-cut valley installation, shingles must be sufficiently warm and flexible to prevent damage. In cooler conditions and for applications less than 4" (102 mm) per foot (305 mm) slope valley metal applications are recommended.

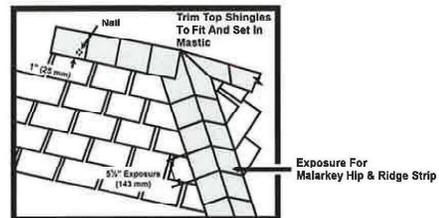
**Roof-to-Wall Flashing** - Where the roof butts the chimney or a vertical wall shingles must be flashed with metal step flashing pieces. Secure to the deck with two nails near the top corner. See Malarkey Specification Manual ([www.MalarkeyRoofing.com](http://www.MalarkeyRoofing.com)) for additional details.

**Cap (counter) & Chimney Flashings** - The flashing for the front of the chimney shall be installed over the head lap of the last course of the chimney and extending up the chimney, as illustrated. The metal flashings of chimneys, skylights, vents, and adjoining walls must be counter-flashed with sheet metal cap flashing.



The cap flashing must extend at least 1" (25 mm) into the masonry mortar joints and be caulked with urethane sealant to ensure a watertight connection. Metal flashing shall turn down chimney extending 4" (102 mm) over metal flashings or at all roof-to-wall details. Metal flashing or other membrane flashing covering cricket or saddle should be cut to cover the entire cricket and extend 4" (102mm) vertically up chimney.

**Hip & Ridges** - Malarkey ridge shingles are recommended. Apply Malarkey Hip and Ridge Strips, EZ Ridge or EZ Ridge XT beginning at the bottom of the hip or at the ridge opposite the direction of the prevailing winds. Use two nails per shingle with one nail on each side, 1" (25mm) from the edge so succeeding shingles conceal nail head.



**Note:** When applying in cold weather or a windy location, it is recommended that each ridge shingle be sealed down with

a quarter-sized spot of shingle tab adhesive or face nailed. To avoid damage to hip & ridge shingles in cold weather, Malarkey recommends warming shingles sufficiently to prevent damage during installation. Shingles with the Scotchgard™ Algae Resistant Roofing System from 3M require ridge shingles with the Scotchgard™ Algae Resistant Roofing System from 3M.

**Re-Roofing Over Existing Asphalt Shingles** - If building codes permit, it is generally not necessary to remove old roofing, if: (1) the square butt asphalt shingles and the existing framing will support the workers, new roofing and required deadloads; (2) the old wood deck is sound and will provide good anchorage for nails. Make the surface as smooth as possible by replacing missing shingles and securely nailing all buckles, raised tabs or curled shingles. Additional ventilation should be added.

For smoother appearance Malarkey recommends applying a layer of Malarkey Right Start UDL over old shingles and then continuing with new shingles as though applying a new roof [as described in "Application 5 $\frac{5}{8}$ " (143 mm) Offset - Diagonal Pattern" section]. Local Code may require use of underlayment in re-cover roofing. Malarkey is not responsible for objectionable appearance of the new surface from any irregularity of the substrate or remaining roofing.

**Special Applications** - CSA-A123.1/A123.5 - Requires shingles applied in Canada between Sep. 1<sup>st</sup> and Apr. 30<sup>th</sup> be adhered with a field-applied adhesive as outlined by the manufacturer.

**Enhanced Wind Warranty** - An Enhanced Wind Warranty is available when additional installation requirements are met. See Malarkey Roofing Products' Shingle Warranty "Enhanced Wind Warranty" section for details.

**These Instructions are meant to act as a general guide. There are alternative installation methods for the installation of this product. Please contact Malarkey for details.**

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## Appendix B: Uniform Physical Conditions



**Municipality Rehabilitation Standards – Uniform Physical Conditions - Appendix B**

HTF Rehab Standards: Uniform Physical Condition Standards for Single Family and Multifamily Housing Rehabilitation

*NOTE: Deficiencies highlighted in orange are life-threatening and must be addressed immediately, if the housing is occupied.*

<b>Requirements for Site</b>		
<b>Inspectable Item</b>	<b>Observable Deficiency</b>	<b>Type and Degree of Deficiency that must be addressed</b>
Fencing and Gates	Damaged/Falling/Leaning	Fence or gate is missing or damaged to the point it does not function as it should
	Holes	Hole in fence or gate is larger than 6 inches by 6 inches
	Missing Sections	An exterior fence, security fence or gate is missing a section which could threaten safety or security
Grounds	Erosion/Rutting Areas	Runoff has extensively displaced soils which has caused visible damage or potential failure to adjoining structures or threatens the safety of pedestrians or makes the grounds unusable
	Overgrown/Penetrating Vegetation	Vegetation has visibly damaged a component, area or system of the property or has made them unusable or unpassable
	Ponding/Site Drainage	There is an accumulation of more than 5 inches deep and/or a large section of the grounds-more than 20%-is unusable for its intended purpose due to poor drainage or ponding
Health & Safety	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled
	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Outdoors	Too much garbage has gathered-more than the planned storage capacity, or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice-sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
Mailboxes/Project Signs	Mailbox Missing/Damaged	Mailbox cannot be locked or is missing

	Signs Damaged	The project sign is not legible or readable because of deterioration or damage
Parking Lots/Driveways/Roads	Cracks	Cracks that are large enough to affect traffic ability over more than 5% of the property's parking lots/driveways/roads or pose a safety hazard
	Ponding	3 inches or more of water has accumulated making 5% or more of a parking lot/driveway unusable or unsafe
	Potholes/Loose Material	Potholes or loose material that have made a parking lot/driveway unusable/unpassable for vehicles and/or pedestrians or could cause tripping or falling
	Settlement/Heaving	Settlement/heaving has made a parking lot/driveway unusable/unpassable or creates unsafe conditions for pedestrians and vehicles
Play Areas and Equipment	Damaged/Broken Equipment	More than 20% of the equipment is broken or does not operate as it should or any item that poses a safety risk
	Deteriorated Play Area Surface	More than 20% of the play surface area shows deterioration or the play surface area could cause tripping or falling and thus poses a safety risk
Refuse Disposal	Broken/Damaged Enclosure-Inadequate Outside Storage Space	A single wall or gate of the enclosure has collapsed or is leaning and in danger of falling or trash cannot be stored in the designated area because it is too small to store refuse until disposal
Retaining Walls	Damaged/Falling/Leaning	A retaining wall is damaged and does not function as it should or is a safety risk
Storm Drainage	Damaged/Obstructed	The system is partially or fully blocked by a large quantity of debris , causing backup into adjacent areas or runoffs into areas where runoff is not intended
Walkways/Steps	Broken/Missing Hand Railing	The hand rail is missing, damaged, loose or otherwise unusable
	Cracks/Settlement/Heaving	Cracks, hinging/tilting or missing sections that affect traffic ability over more than 5% of the property's walkways/steps or any defect that creates a tripping or falling hazard
	Spalling/Exposed rebar	More than 5% of walkways have large areas of spalling--larger than 4 inches by 4 inches--that affects traffic ability
<b>Requirements for Building Exterior</b>		
<b>Inspectable Item</b>	<b>Observable Deficiency</b>	
Doors	Damaged Frames/Threshold/Lintels/Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim
	Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware
	Damaged Surface (Holes/Paint/Rusting/Glass)	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass
	Damaged/Missing Screen/Storm/Security Door	Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing
	Deteriorated/Missing Caulking/Seals	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should
	Missing Door	Any exterior door that is missing

Fire Escapes	Blocked Egress/Ladders	Stored items or other barriers restrict or block people from exiting
	Visibly Missing Components	Any of the functional components that affect the function of the fire escape--one section of a ladder or railing, for example--are missing
Foundations	Cracks/Gaps	Large cracks in foundation more than 3/8 inches wide by 3/8 inches deep by 6 inches long that present a possible sign of a serious structural problem, or opportunity for water penetration or sections of wall or floor that are broken apart
	Spalling/Exposed Rebar	Significant spalled areas affecting more than 10% of any foundation wall or any exposed reinforcing material--rebar or other
Health and Safety	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Flammable/Combustible Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Outdoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
Lighting	Broken Fixtures/Bulbs	10% or more of the lighting fixtures and bulbs surveyed are broken or missing
Roofs	Damaged Soffits/Fascia	Soffits or fascia that should be there are missing or so damaged that water penetration is visibly possible
	Damaged Vents	Vents are missing or so visibly damaged that further roof damage is possible
	Damaged/Clogged Drains	The drain is damaged or partially clogged with debris or the drain no longer functions
	Damaged/Torn Membrane/Missing Ballast	Ballast has shifted and no longer functions as it should or there is damage to the roof membrane that may result in water penetration
	Missing/Damaged Components	Drainage system components are missing or damaged causing visible damage to the roof, structure, exterior

	from Downspout/Gutter	wall surface, or interior
	Missing/Damaged Shingles	Roofing shingles are missing or damaged enough to create a risk of water penetration
	Ponding	Evidence of standing water on roof, causing potential or visible damage to roof surface or underlying materials
Walls	Cracks/Gaps	Any large crack or gap that is more than 3/8 inches wide or deep and 6 inches long that presents a possible sign of serious structural problem or opportunity for water penetration
	Damaged Chimneys	Part or all of the chimney has visibly separated from the adjacent wall or there are cracked or missing pieces large enough to present a sign of chimney failure or there is a risk of falling pieces that could create a safety hazard
	Missing/Damaged Caulking/Mortar	Any exterior wall caulking or mortar deterioration that presents a risk of water penetration or risk of structural damage
	Missing Pieces/Holes/Spalling	Any exterior wall deterioration or holes of any size that present a risk of water penetration or risk of structural damage
	Stained/Peeling/Needs Paint	More than 20% of the exterior paint is peeling or paint is missing and siding surface is exposed thereby exposing siding to water penetration and deterioration
Windows	Broken/Missing/Cracked Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane
	Damaged Sills/Frames/Lintels/Trim	Sills, frames, lintels, or trim are missing or damaged, exposing the inside of the surrounding walls and compromising its weather tightness
	Damaged/Missing Screens	Missing screens or screens with holes greater than 1 inch by 1 inch or tears greater than 2 inches in length
	Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure
	Peeling/Needs Paint	More than 20% of the exterior window paint is peeling or paint is missing and window frame surface is exposed thereby exposing window frame to water penetration and deterioration
	Security Bars Prevent Egress	The ability to exit through egress window is limited by security bars that do not function properly and, therefore, pose safety risks
Requirements for Building Systems		
Inspectable Item	Observable Deficiency	
Domestic Water	Leaking Central Water Supply	Leaking water from water supply line is observed
	Missing Pressure Relief Valve	There is no pressure relief valve or pressure relief valve does not drain down to the floor
	Rust/Corrosion on Heater Chimney	The water heater chimney shows evidence of flaking, discoloration, pitting, or crevices that may create holes that could allow toxic gases to leak from the chimney

	Water Supply Inoperable	There is no running water in any area of the building where there should be
Electrical System	Blocked Access/Improper Storage	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency
	Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident
	Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures, or any evidence of water leaks in the enclosure or hardware
	Frayed Wiring	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire
	Missing Breakers/Fuses	Any open and/or exposed breaker port
	Missing Outlet Covers	A cover is missing, which results in exposed visible electrical connections
Elevators	Not Operable	The elevator does not function at all or the elevator doors open when the cab is not there
Emergency Power	Auxiliary Lighting Inoperable (if applicable)	Auxiliary lighting does not function
Fire Protection	Missing Sprinkler Head	Any sprinkler head is missing, visibly disabled, painted over, blocked, or capped
	Missing/Damaged/Expired Extinguishers	There is missing, damaged or expired fire extinguisher in any area of the building where a fire extinguisher is required
Health & Safety	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
	Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled
	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Elevator - Tripping	An elevator is misaligned with the floor by more than 3/4 of an inch. The elevator does not level as it should, which causes a tripping hazard
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign

	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Indoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards – Tripping Hazards	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermis	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
HVAC	Boiler/Pump Leaks	Evidence of water or steam leaking in piping or pump packing
	Fuel Supply Leaks	Evidence of any amount of fuel leaking from the supply tank or piping
	General Rust/Corrosion	Significant formations of metal oxides, significant flaking, discoloration, or the development of a noticeable pit or crevice
	Misaligned Chimney/Ventilation System	A misalignment of an exhaust system on a combustion fuel-fired unit (oil, natural gas, propane, wood pellets etc.) that causes improper or dangerous venting of gases
Roof Exhaust System	Roof Exhaust Fan(s) Inoperable	The roof exhaust fan unit does not function
Sanitary System	Broken/Leaking/Clogged Pipes or Drains	Evidence of active leaks in or around the system components or evidence of standing water, puddles or ponding--a sign of leaks or clogged drains
	Missing Drain/Cleanout/Manhole Covers	A protective cover is missing
<i>Requirements for Common Areas</i>		
<i>Inspectable Item</i>	<i>Observable Deficiency</i>	
Basement/Garage/Carport	Baluster/Side Railings - Damaged	Any damaged or missing balusters or side rails that limit the safe use of an area
Closet/Utility/Mechanical	Cabinets - Missing/Damaged	10% or more of cabinet, doors, or shelves are missing or the laminate is separating
Community Room	Call for Aid - Inoperable	The system does not function as it should
Halls/Corridors/Stairs	Ceiling - Holes/Missing Tiles/Panels/Cracks	Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 11 inches long
Kitchen	Ceiling - Peeling/Needs Paint	More than 10% of ceiling has peeling paint or is missing paint

Laundry Room	Ceiling - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area--over a ceiling area greater than 1 foot square
Lobby	Countertops - Missing/Damaged	10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate ---not a sanitary surface to prepare food
Office	Dishwasher/Garbage Disposal - Inoperable	The dishwasher or garbage disposal does not operate as it should
Other Community Spaces	Doors - Damaged Frames/Threshold/Lintels/Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim
Patio/Porch/Balcony	Doors - Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware
Restrooms	Doors - Damaged Surface (Holes/Paint/Rust/Glass)	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass
Storage	Doors - Damaged/Missing Screen/Storm/Security Door	Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing
	Doors - Deteriorated/Missing Seals (Entry Only)	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should
	Doors - Missing Door	Any door that is missing that is required for the functional use of the space
	Dryer Vent - Missing/Damaged/Inoperable	The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside
	Electrical - Blocked Access to Electrical Panel	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency
	Electrical - Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident
	Electrical - Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures or any evidence of water leaks in the enclosure or hardware
	Electrical - Frayed Wiring	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire
	Electrical - Missing Breakers	Any open and/or exposed breaker port
	Electrical - Missing Covers	A cover is missing, which results in exposed visible electrical connections
	Floors - Bulging/Buckling	Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types
	Floors - Floor Covering Damaged	More than 10% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams.
	Floors - Missing Floor/Tiles	More than 5% of the flooring or tile flooring is missing
	Floors - Peeling/Needs Paint	Any painted flooring that has peeling or missing paint on more than 10% of the surface

Floors - Rot/Deteriorated Subfloor	Any rotted or deteriorated subflooring greater than 6 inches by 6 inches
Floors - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area--covering a flooring area greater than 1 foot square
GFI - Inoperable	The GFI does not function
Graffiti	Any graffiti on any exposed surface greater than 6 inches by 6 inches
HVAC - Convection/Radiant Heat System Covers Missing/Damaged	Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans
HVAC - General Rust/Corrosion	Significant formations of metal oxides, flaking, or discoloration--or a pit or crevice
HVAC - Inoperable	HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged
HVAC - Misaligned Chimney/Ventilation System	Any misalignment that may cause improper or dangerous venting of gases
HVAC - Noisy/Vibrating/Leaking	HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged
Lavatory Sink - Damaged/Missing	Sink has extensive discoloration or cracks in over 50% of the basin or the sink or associated hardware have failed or are missing and the sink can't be used
Lighting - Missing/Damaged/Inoperable Fixture	More than 10% of the permanent lighting fixtures are missing or damaged so they do not function
Mailbox - Missing/Damaged	The U.S Postal Service mailbox cannot be locked or is missing
Outlets/Switches/Cover Plates - Missing/Broken	Outlet or switch is missing or a cover plate is missing or broken, resulting in exposed wiring
Pedestrian/Wheelchair Ramp	A walkway or ramp is damaged and cannot be used by people on foot, in wheelchair, or using walkers
Plumbing - Clogged Drains	Drain is substantially or completely clogged or has suffered extensive deterioration
Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area
Range Hood /Exhaust Fans - Excessive Grease/Inoperable	A substantial accumulation of dirt or grease that threatens the free passage of air
Range/Stove - Missing/Damaged/Inoperable	One or more burners are not functioning or doors or drawers are impeded or on gas ranges pilot is out and/or flames are not distributed equally or oven not functioning
Refrigerator - Damaged/Inoperable	The refrigerator has an extensive accumulation of ice or the seals around the doors are deteriorated or is damaged in any way which substantially impacts its performance

	Restroom Cabinet - Damaged/Missing	Damaged or missing shelves, vanity top, drawers, or doors that are not functioning as they should for storage or their intended purpose
	Shower/Tub - Damaged/Missing	Any cracks in tub or shower through which water can pass or extensive discoloration over more than 20% of tub or shower surface or tub or shower is missing
	Sink - Missing/Damaged	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing
	Smoke Detector - Missing/Inoperable	Smoke detector is missing or does not function as it should
	Stairs - Broken/Damaged/Missing Steps	A step is missing or broken
	Stairs - Broken/Missing Hand Railing	The hand rail is missing, damaged, loose or otherwise unusable
	Ventilation/Exhaust System - Inoperable	exhaust fan is not functioning or window designed for ventilation does not open
	Walls - Bulging/Buckling	Bulging, buckling or sagging walls or a lack of horizontal alignment
	Walls - Damaged	Any hole in wall greater than 2 inches by 2 inches
	Walls - Damaged/Deteriorated Trim	10% or more of the wall trim is damaged
	Walls - Peeling/Needs Paint	10% or more of interior wall paint is peeling or missing
	Walls - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a common area--covering a wall area greater than 1 foot square
	Water Closet/Toilet - Damaged/Clogged/Missing	Fixture elements--seat, flush handle, cover etc.--are missing or damaged or the toilet seat is cracked or has a broken hinge or toilet cannot be flushed
	Windows - Cracked/Broken/Missing Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane
	Windows - Damaged Window Sill	The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness
	Windows - Inoperable/Not Lockable	Any window that is not functioning or cannot be secured because lock is broken
	Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure
	Windows - Peeling/Needs Paint	More than 10% of interior window paint is peeling or missing

	Windows - Security Bars Prevent Egress	The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks
Health & Safety	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
	Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled
	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Flammable/Combustible Materials - Improperly Stored	Flammable or combustible materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Indoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Garbage and Debris - Outdoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
Pools and Related Structures	Fencing - Damaged/Not Intact	Any damage that could compromise the integrity of the fence
Trash Collection Areas	Chutes - Damaged/Missing	Garbage has backed up into chutes, because the collection structure is missing or broken or compactors or

	Components	components--chute, chute door, and other components--have failed
<b>Requirements for Unit</b>		
<b>Inspectable Item</b>	<b>Observable Deficiency</b>	
Bathroom	Bathroom Cabinets - Damaged/Missing	Damaged or missing shelves, vanity tops, drawers, or doors that are not functioning as they should for storage or their intended purpose
	Lavatory Sink - Damaged/Missing	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing
	Plumbing - Clogged Drains, Faucets	Drain or faucet is substantially or completely clogged or has suffered extensive deterioration
	Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area
	Shower/Tub - Damaged/Missing	Any cracks in tub or shower through which water can pass or extensive discoloration over more than 20% of tub or shower surface or tub or shower is missing
	Ventilation/Exhaust System - Absent/Inoperable	exhaust fan is not functioning or window designed for ventilation does not open
	Water Closet/Toilet - Damaged/Clogged/Missing	Fixture elements--seat, flush handle, cover etc.--are missing or damaged or the toilet seat is cracked or has a broken hinge or toilet cannot be flushed
Call-for-Aid (if applicable)	Inoperable	The system does not function as it should
Ceiling	Bulging/Buckling/Leaking	Bulging, buckling or sagging ceiling or problem with alignment
	Holes/Missing Tiles/Panels/Cracks	Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 6 inches long
	Peeling/Needs Paint	More than 10% of ceiling has peeling paint or is missing paint
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area--over a ceiling area greater than 1 foot square
Doors	Damaged Frames/Threshold/Lintels/Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim
	Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware
	Damaged/Missing Screen/Storm/Security Door	Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing
	Damaged Surface - Holes/Paint/Rusting/Glass/Rotting	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass
	Deteriorated/Missing Seals (Entry Only)	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should

	Missing Door	Any door that is required for security (entry) or privacy (Bathroom) that is missing or any other unit door that is missing and is required for proper unit functionality
Electrical System	Blocked Access to Electrical Panel	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency
	Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident
	Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures or any evidence of water leaks in the enclosure or hardware
	Frayed Wiring	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire
	GFI - Inoperable	The GFI does not function
	Missing Breakers/Fuses	Any open and/or exposed breaker part
	Missing Covers	A cover is missing, which results in exposed visible electrical connections
Floors	Bulging/Buckling	Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types
	Floor Covering Damage	More than 10% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams.
	Missing Flooring Tiles	Any flooring or tile flooring that is missing
	Peeling/Needs Paint	Any painted flooring that has peeling or missing paint on more than 10% of the surface
	Rot/Deteriorated Subfloor	Any rotted or deteriorated subflooring greater than 6 inches by 6 inches
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area--covering a flooring area greater than 1 foot square
Health & Safety	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/fire and/or pose a health risk if inhaled
	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Emergency Fire Exits - Emergency/Fire Exits	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit

	<b>Blocked/Unusable</b>	
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Indoors	Too much garbage has gathered more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Garbage and Debris - Outdoors	Too much garbage has gathered more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects including roaches and ants throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
Hot Water Heater	Misaligned Chimney/Ventilation System	Any misalignment that may cause improper or dangerous venting of gases
	Inoperable Unit/Components	Hot water from hot water taps is no warmer than room temperature indicating hot water heater is not functioning properly
	Leaking Valves/Tanks/Pipes	There is evidence of active water leaks from hot water heater or related components
	Pressure Relief Valve Missing	There is no pressure relief valve or pressure relief valve does not drain down to the floor
	Rust/Corrosion	Significant formations of metal oxides, flaking, or discoloration--or a pit or crevice
HVAC System	Convection/Radiant Heat System Covers Missing/Damaged	Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans
	Inoperable	HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged
	Misaligned Chimney/Ventilation System	Any misalignment that may cause improper or dangerous venting of gases
	Noisy/Vibrating/Leaking	The HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged

	Rust/Corrosion	Deterioration from rust or corrosion on the HVAC system in the dwelling unit
Kitchen	Cabinets - Missing/Damaged	10% or more of cabinet, doors, or shelves are missing or the laminate is separating
	Countertops - Missing/Damaged	10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate -- not a sanitary surface to prepare food
	Dishwasher/Garbage Disposal - Inoperable	The dishwasher or garbage disposal does not operate as it should
	Plumbing - Clogged Drains	Drain is substantially or completely clogged or has suffered extensive deterioration
	Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area
	Range Hood/Exhaust Fans - Excessive Grease/Inoperable	A substantial accumulation of dirt or grease that threatens the free passage of air
	Range/Stove - Missing/Damaged/Inoperable	One or more burners are not functioning or doors or drawers are impeded or on gas ranges pilot is out and/or flames are not distributed equally or oven not functioning
	Refrigerator - Missing/Damaged/Inoperable	The refrigerator has an extensive accumulation of ice or the seals around the doors are deteriorated or is damaged in any way which substantially impacts its performance
	Sink - Damaged/Missing	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing
Laundry Area (Room)	Dryer Vent - Missing/Damaged/Inoperable	The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside
	Missing/Inoperable Fixture	A permanent light fixture is missing or not functioning, and no other switched light source is functioning in the room
Outlets/Switches	Missing	An outlet or switch is missing
	Missing/Broken Cover Plates	An outlet or switch has a broken cover plate over a junction box or the cover plate is missing
Patio/Porch/Balcony	Baluster/Side Railings Damaged	Any damaged or missing balusters or side rails that limit the safe use of an area
Smoke Detector	Missing/Inoperable	Smoke detector is missing or does not function as it should
Stairs	Broken/Damaged/Missing Steps	A step is missing or broken
Walls	Broken/Missing Hand Railing	The hand rail is missing, damaged, loose or otherwise unusable
	Bulging/Buckling	Bulging, buckling or sagging walls or a lack of horizontal alignment
	Damaged	Any hole in wall greater than 2 inches by 2 inches
	Damaged/Deteriorated Trim	10% or more of the wall trim is damaged
	Peeling/Needs Paint	10% or more of interior wall paint is peeling or missing

	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew covering a wall area greater than 1 foot square
Windows	Cracked/Broken/Missing Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane
	Damaged Window Sill	The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness
	Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure
	Inoperable/Not Lockable	Any window that is not functioning or cannot be secured because lock is broken
	Peeling/Needs Paint	More than 10% of interior window paint is peeling or missing
	Security Bars Prevent Egress	The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks