

AHFC Stabilization Quick Reference Sheet

The Stabilization Program provides supportive services and rental assistance to assist **literally** homeless clients to move into **permanent housing**.

Client Eligibility

As this program is a rapid housing placement program, case managers are entrusted to certify program eligibility through self-attestation. Clients are deemed eligible by case managers (that they are income-eligible as literally homeless, assumed income eligible by literal homeless state, and assumed negatively impacted by COVID-19 by being literally homeless at a time when resources are restricted due to COVID-19 protocols.

Eligible Clients – Literally homeless including sleeping in a shelter or living outside.

Living Outside – sleeping in a car, tent or area considered not meant for human habitation (this is determined by case managers).

Couch-surfing, staying in a hotel or other transitional program is not eligible for this program.

There is no length of time that a person needs to be homeless but the expectation is that they have been homeless for a long enough period to demonstrate that they will not be able to find housing without assistance. (more than a day etc.)

Household - One or more persons with a qualified Head of Household. This is a family of choice, family by blood, adults and minors, and co-habiting adults (couples, families with adult children, etc)

Each household receives \$11,000. This is further restricted to \$8,000 in stabilization and \$3,000 in move-in costs. This amount is fixed and does not increase for larger families. *Roommates who are not in a romantic or familial relationship would be two households.*

Not Eligible – already living in transitional housing (hotel or another program), discharged from a treatment program or exiting an institution. This is not an eviction prevention program.

Eligible Activities and Costs

Each client is able to draw from two funding sources; stabilization and move-in. These funding sources have different activities and eligibility so it is important to understand which expenses are eligible for each funding source.

Services - \$8,000 to move the client into immediate housing, assist with stabilization, and settle into the unit.

YES – hotel stays, replacement of documents such as licenses, basic clothing, food, medical/dental, employment assistance (background checks, license fees), transportation (bus passes, car repairs directly impacting the operation of the vehicle) purchase of workwear or work equipment (ie personal protective gear)

During stabilization - connect clients to assistance programs such as medicaid, VA benefits, WIC, food stamps. Assist client in addressing immediate health/safety concerns

Seeking a unit – empower the client to find a unit, assist with the search. There is no requirement for a pre-move-in inspection but it is encouraged to view the unit and work with the client on any potential issues before signing the lease.

TIP – A lease is a legal document. When the client signs the lease, they are agreeing to the terms and conditions of the agreement. While there may be issues (like bedbugs) that the client did not discover during the move-in, recognizing that moving out after the lease is signed is a challenge and may have to be done without Stabilization support.

Move-in support - \$3,000 in moving costs. Note – these funds are restricted and more limited than stabilization funds. Application fees, first month and security deposits, Uhaul rentals, (utility deposits)

Post-Move-in – If the client has remaining stabilization funds, they can be used to support ongoing expenses that are **DIRECTLY RELATED TO OBTAINING AND MAINTAINING HOUSING**

Examples of Eligible Stabilization Costs

Category	Eligible Stabilization Cost	Exceptions
Temporary Lodging	Yes	Hotel, treatment bed (lodging cost only)
Entertainment	No	Internet can be paid with stabilization funds. Sometimes it is cost-effective to bundle with cable
Computers	Yes	If the computer is a reasonable cost (no gaming upgrades) and related to work/school
Vehicle Purchase	No	An inexpensive bike is allowable purchase
Car Repairs	Yes	Related to the basic operation of the vehicle such as fixing taillights or engine issues. Not allowable are cosmetic car repairs, auto starts, or other improvements/upgrades to the vehicle. No more than 25% of remaining funds unless otherwise approved
Clothing	Yes	Reasonable and related to stabilization
Furniture	Yes	Basic household set-up. Bed, couch or basic living room set, Kitchen table, etc. (reasonable to basic home function) Depends on family/individual needs – ie back issues lead to different purchases, etc.
Kitchen and Bath set up	Yes	The basic kitchen setup includes pans to cook, dishes to eat with, kitchen towels and cleaning supplies.

Employment Assistance	Yes	Work clothes, training certification, reasonable costs
Travel/relocation expenses	Yes	We can assist with travel to a home community (in Alaska or other US states) provided the household has a legal lease at the travel location. We cannot approve travel expenses for family reunification if the individual is not renting a unit at the end of their trip.
Utility Payments	Yes	

Move-In Fund – Eligible Expenses

Category	Eligible Stabilization Cost	Exceptions
Application fees	Yes	Includes any credit or background check expenses required by a landlord
Security deposit	Yes	This may include the first month rent (prorated)
Uhaul or storage fees	Yes	Within reason. Can pay up to three months of storage fees, provided funds exist.
Additional Rent	No	Only the first month is eligible
Apartment expenses	No	No furniture or items purchased on behalf of the client are allowed in this category
Utility Deposits	Yes	
Utility Payments	No	First month/set up allowable

Deposits are made in the name of the client and reimbursed to the client directly. Exceptions to this are when the client ghosts the unit and the landlord is unable to find them. In those cases, the landlord can return funds directly to the grantee. Do not return funds to AHFC directly.

Client Rules and Responsibilities – Grantees for this program are eligible due to existing housing programs. Your Client Rights and Responsibilities for existing programs can be used to provide intake to this program.

Stabilization Program Requirements

-Case Manager Intake – The Case Manager needs to confirm the homeless status of the client and complete ENKI intake. Literal homeless status must be verified by the case manager entering data into Enki.

Enki database – Updated at least weekly with correct data. AHFC staff is reviewing data and will reach out with corrections

Monthly Funds Disbursement Requests – Grantees are required to submit a monthly FDR to reconcile their expenses with what is reported in Enki. This reconciliation is necessary to ensure that grantees are sufficiently tracking expenses timely.

Enrolling in Rent Relief

Three easy steps:

1. Check the Box “Client is ready for Rent Relief” in the Enki client record under the “Housing” tab.
2. You will receive an email with an invitation link for the rent relief application within 24 – 72 hours from the box being checked. Once the initial application is submitted, you will receive additional emails requesting the client’s ID and lease agreement. The rent relief specialist will review all information and documents provided. If additional information is needed, the rent relief specialist will reach out to you directly.
3. Upon completion of the review payment will be sent directly to the landlord for a full 3 months.

Rent Relief Recertification:

1. Before the next round of payments are issued to the landlord, the client will need to complete a recertification. The invite to recertify will be sent 2.5 months after the first payment is issued and will continue in this cycle every 2.5 months until the assistance available to the client is exhausted.