



## **Affordable Low-Barrier Housing Program (ALBH)**

### **Overview:**

The Affordable Low-Barrier Housing (ALBH) Program, created by the Community Alliance for the Homeless (CAFTH), is a comprehensive housing initiative designed to address the diverse needs of our community. This program incentivizes property owners & managers to rent their units to individuals and families by providing application assistance, administration assistance, security deposit assistance, first month's rent assistance, and last month's rent assistance. The primary function of the ALBH Program is to bridge the final gap toward housing.

### **Intended Recipients:**

- Individuals & Families who meet HUD's Homelessness Definition and are enrolled in Coordinated Entry.
- Individuals & Families exiting from CoC-funded housing programs.
- Individuals & Families exiting transitional housing.

### **Key Features:**

- **Affordable Housing Solutions:**
  - ALBH offers a variety of affordable housing options tailored to meet the needs of different income levels.
- **Supportive Services**
  - CAFTH's Housing Team can provide housing navigation assistance. If needed, this assistance can be provided in collaboration with the referring Case Manager.
  - The CAFTH Senior Housing Navigator acts solely as a resource and primary contact for property owners and managers, handling communication and documentation.

### **Steps:**

#### **Enrollment**

1. The client (Head of household) must be in the HMIS-Coordinated Entry System Enrollment.
  - a. The Coordinated Entry enrollment date must be backdated before the ALBH enrollment date.
2. After the client (Head of household) is enrolled in the HMIS-Coordinated Entry System, the client must be enrolled in the ALBH program.
  - a. If Housing Navigation assistance is needed from the CES Housing Team, select yes to the question: "Do you need assistance with landlord search?"
  - b. If the client has no unit/property, select no to the question: "Do you currently have a landlord?" Additionally, if the client is searching for housing, in the notes section, note that the client is currently searching.
  - c. If the client has a unit/property, select yes to the question: "Do you currently have a landlord?" Please list the point of contact's name, email, and phone number as requested.



### **Enrollment For Rental Arrear (Youth Only)**

1. The enrollment process will be the same. However, you will answer the question regarding rental arrears: "Do you currently owe any outstanding rent?"
  - a. You will enter the property name and the property contact information.

### **Senior Housing Navigator Steps and Documentation & Fees Submission**

1. The Senior Housing Navigator will contact the property owner/manager to explain the program and the documents.
2. The Senior Housing Navigator will email the property owner/manager the documents.
3. When the property owner/manager sends the Senior Housing Navigator the completed **Property Information & Fee Request Form** and **Direct Deposit & Check Authorization Form**, the Senior Housing Navigator will submit payment for the Application Fee, Administration Fee, and Security Deposit.
4. When the property owner/manager sends a **copy of the signed lease**, the Senior Housing Navigator will submit payment for the first month's and last month's rent. (All documents, except the direct deposit and check authorization form, will be uploaded into HMIS by CAFTH's Senior Housing Navigator).

### **Rental Arrear (Youth Only)**

1. The property owner or manager must submit the **Rental Arrear Request Form** to the Senior Housing Navigator. Along with the following supporting documents:
  - a. Property owner or manager communication or notice regarding missed rent.
  - b. Copy of the rental ledger
  - c. Copy of the lease
  - d. Signed statement of commitment agreeing not to proceed with eviction if past-due rent is paid.

### **NOTE:**

- Do not give documents (Property Information & Fee Request Form and Direct Deposit and Check Authorization Form) to clients.
- Do not send clients to CAFTH offices. The Client will be redirected to you, as you can refer to HMIS notes for updates.
- ALBH documents will not be processed until confirmation of the point of contact is entered during enrollment or communicated by the case manager.



**How to Get Involved:**

For any questions or concerns regarding the Affordable Low Barrier Housing Program, please contact:

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