

# ***Affordable Low Barrier Housing (ALBH) Program - Overview for Service Providers***



## Program 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 or managers to rent their units to individuals and families by providing *application fee assistance, administration fee assistance, security deposit assistance, first month's rent assistance, and last month's rent assistance*.

The primary way for this program to assist is with bridging the final gap towards housing.



## Eligible Recipients



- Individuals & Families who meet HUD's Homelessness Definition and are enrolled in Coordinated Entry.
- Individuals & Families exiting from CoC-funded 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 serves as a resource and point of contact **ONLY** for property owners or managers Documentations.





## ***New Add-Ons***

## What We Will Cover

- Application Fee
- Administration Fee
- Security Deposit Fee
- Rental Arrear (Youth Only: 2.19.25-TBD)
- First Month's Rent
- Last Month's Rent



## Application & Administration Fee



*These fees will only be covered for the approved property where the client will be locating. They will be included with the security deposit payment, and we will request the property owner or manager to apply them as a credit to the client's account.*

## Rental Arrear (Youth Only)



*This will first be pilot with the youth population. The enrollment process will remain the same; however, additional documentation and modified documentation will be required from the property owner or manager. Rental arrears assistance will be available only for youth facing eviction.*





# ***Enrollment Process***

# Enroll in HMIS

## ***Step 1: Enroll in HMIS***

1. The client (Head of Household) must be in the HMIS-Coordinated Entry System and enrolled in the ALBH Program.
  - *Coordinated Entry enrollment must be backdated before the ALBH enrolment date!*



## Enroll in HMIS

2. After the client (Head of household) is enrolled in the HMIS-Coordinated Entry System, the client must be enrolled in the ALBH program.

- If Housing Navigation assistance is needed from the CES Housing Team, select yes to the question: "Do you need assistance with landlord search?"
- 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.
- 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)

## ***Step 1: Enroll in HMIS***

- Enrollment process will be the same. However you will answer the question regarding rental arrears!
  - "Do you currently owe any outstanding rent?"
    - You will enter the property name and the property contact information



# Documentation & Fees Submission

## *Step 3: Documentation & Fees Submission*

1. The Senior Housing Navigator will contact the property owner or manager to explain the program and the documents.
2. The Senior Housing Navigator will email the property owner/manager the documents.



# Documentation & Fees Submission

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).



# Documentation & Fees Submission (Rental Arrear YOUTH)



## ***Step 3: Documentation & Fees Submission***

1. The Senior Housing Navigator will contact the property owner or manager to explain the program and the documents.
2. The Senior Housing Navigator will email the property owner or manager the documents.

# Documentation & Fees Submission (Rental Arrear YOUTH)



3. The Property owner or manager will have to submit to the Senior Housing Navigator the Direct Deposit & Check Authorization Form and the Rental Arrear Request Form. Along with the following supporting documents:

- Property Owner or Manager communication or notice regarding missed rent.
- Copy of the Rental Ledger
- Copy of the Lease
- 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 office or have them call. 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.



# ***Thank you!***

*If you have any questions, please contact*



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