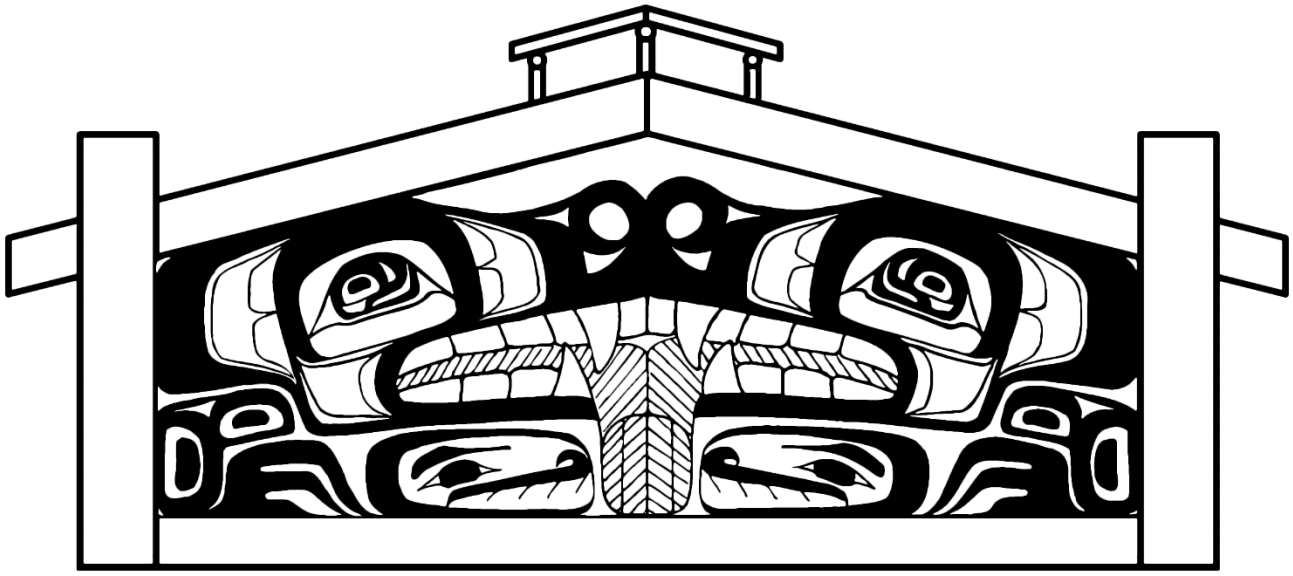


GENERAL HOUSING PROGRAM POLICY

TABLE OF CONTENTS

PART I. INTRODUCTION 3
PART II. ADMISSION 3
PART III. DETERMINING ELIGIBILITY 3
Section 1. Income 3
Section 2. Family Composition 4
Section 3. Proof of Tribal Membership and Shareholder Status 4
Section 4. Basis for Ineligibility 4
PART IV. SELECTION PROCESS 4
Section 1. Priority and Preference 4
PART V. REASONABLE ACCOMMODATION 5
PART VI. OCCUPANCY 5
Section 1. Household and Rental Lease Agreement 5
Section 2. Monthly Rent Charges 6
Section 3. Utilities 6
Section 4. Recertification 6
PART VII. TERMINATION 6
PART VIII. GRIEVANCES 6
CHANGE LOG 7

PART I. INTRODUCTION

This policy describes requirements and conditions for admission and continued occupancy that apply to the Baranof Island Housing Authority ("BIHA") General Housing Program.

The General Housing Program is designed to provide eligible families with stable, safe, and sanitary housing where rental charges are limited to the HUD published median and fair market rent calculations for similar units in the Sitka area. This policy provides direction that is specific to units leased under this program. The purpose of this policy is to:

- ensure that BIHA staff, applicants, and participants understand the General Housing Program
- provide terms and conditions that are specific to the General Housing Program
- provide additional requirements that may apply to tenants who receive housing assistance through government programs such as the HUD Housing Choice Voucher.

A. Amendment

BIHA reserves the right to make reasonable amendments to its policies if needed to comply with local, state, or federal law. Participants will receive at least 30 days' notice of amendments.

B. Severability

If any provision of this policy is found to be invalid or unenforceable, that provision shall remain in effect to the extent that it is valid and enforceable, and the validity and enforceability of the other provisions shall not be affected.

C. Waiver

A delay or leniency in enforcing any provision of a BIHA policy does not constitute a waiver of that or any other provision. A waiver by BIHA of any provision of a policy shall not constitute a continuing waiver or a waiver of any other provision of this or any other policy.

D. Definitions

Definitions that apply to BIHA policies, rental lease agreements, and related documents are included as Appendix A to BIHA's Admission & Occupancy Policy.

E. Other Policies

This policy supplements BIHA's Admissions & Occupancy Policy and other applicable BIHA policies. If there is a conflict between this policy and another BIHA policy, this policy will govern.

PART II. ADMISSION

For more information, see BIHA's Admissions & Occupancy Policy.

PART III. DETERMINING ELIGIBILITY

In addition to eligibility criteria that apply to all BIHA housing programs, applicants for the General Housing Program must meet specific requirements related to income, employment, and family composition, and assistance programs.

Section 1. Income

An applicant must have enough income to (1) meet and maintain the contract rent charges, and (2) maintain a monthly zero balance for utilities. An applicant will not be considered eligible for General Housing if the contract rent and average utilities costs are more than 50 percent of the household's monthly income. Income eligibility is established by a review of income sources under the IRS definition of income.

A. Exceptions

BIHA may make exceptions to the income limits for otherwise eligible applicants. These include:

i. **Locally Administered Transitional Housing Program Participants.** BIHA may consider applicants or participants who have been approved for locally administered housing assistance. Applicants must present documents confirming such assistance when requested to do so.

ii. **AHFC Housing Choice Voucher Participants.** BIHA may consider applicants or participants who have been approved for additional housing assistance through a state agency. Applicants must present documents confirming such assistance when requested to do so.

iii. **HUD-VASH and Tribal HUD-VASH Program Participants.** BIHA may consider that applicants or participants who have been approved for additional housing assistance through a state/federal agency partnership. Applicants must present documents confirming such assistance when requested to do so.

Section 2. Family Composition

In general, BIHA's definition for family composition does not include household members with no familial relationship, however a unit leased under the General Housing Program by an organization which provides housing for its employees may be considered on a case-by-case basis. The terms and conditions for this arrangement will be incorporated into the rental lease agreement.

Section 3. Proof of Tribal Membership and Shareholder Status

Where an applicant claims income from an Alaska Native or American Indian Tribal Corporation, proof of tribal enrollment and shareholder statements must be provided at the time of application.

Section 4. Basis for Ineligibility

Applicants (or proposed addition to a household) must meet General Housing Program criteria for eligibility but may also be found ineligible based on one or more reasons provided in Part III, Section 3 (Basis for Ineligibility) of the BIHA A&O Policy.

PART IV. SELECTION PROCESS

BIHA will screen verified applications in the order that they are received and use the approval date as the first selection criteria for assignment of housing. In addition, the General Housing Program may use preference points to rank approved applications.

Section 1. Priority and Preference

To ensure that BIHA's mission of providing safe, healthy and affordable housing to the Sitka community, the General Housing program will use the following priority and preferences when screening and assigning housing units.

A. Priority

This program will prioritize applications based on the date that the application was verified as complete.

A. Preference

This program will apply preferences in the following order:

PREFERENCES	DESCRIPTION	POINTS
Local Resident	Applicants who have lived in Sitka continuously for at least 12 months.	50
Housing Assistance	Applicants who are participating in a housing assistance program through a voucher or other approved subsidies.	40
Critical Skills Professional	Applicants who provide critical skills or training for Sitka residents.	30

PART V. REASONABLE ACCOMMODATION

See BIHA's Admissions & Occupancy Policy.

PART VI. OCCUPANCY

The General Housing Program has specific requirements in addition to the admissions and occupancy requirements that apply to all BIHA housing programs.

Section 1. Household and Rental Lease Agreement

A. Initial term of rental lease agreement

The Initial Term for the rental lease agreement will be no less than 90 days to ensure that units do not become short-term housing as defined by the Sitka General code. After this initial term, the lease will be month to month.

B. Limited term rental lease agreement

Tenants who sign a limited-term rental lease agreement (where an end date for the tenancy is specified at the time of execution) must submit a new application to be considered for continued participation in a BIHA program. The application must be verified as complete at least 60 days prior to the end of the current lease.

C. Furnished Unit Addendum

General Housing units may be provided with furnishings. Tenants who choose a furnished unit will also complete an addendum to the lease that covers additional terms and charges before the rental lease agreement is executed.

D. Utilities Addendum

General Housing units leased for periods of less than six (6) months may be charged a flat rate for utilities that will be paid directly to BIHA. Terms and conditions for provided utilities will be included in an addendum to the rental lease agreement.

Section 2. Monthly Rent Charges

Rental charges for General Housing are designed to ensure that the units can be maintained at the required standard, and that the administration costs of leasing the units are covered without the need to subsidize the units with other BIHA program income. Maximum monthly rent charges are based on the following categories:

i. **Unfurnished units.** Units that are unfurnished will have their contract rent set at the HUD published Fair Market Rent (FMR) for the size of the unit in the Sitka area.

ii. **Furnished units.** General Housing units that are furnished will be rented at the HUD published Fair Market Rent, with an additional charge of 20%.

iii. **Housing Assistance Program Participants.** When a General Housing unit is assigned to a participant in a state or locally administered housing assistance program, the contract rent for participants in that program may be negotiated and the terms incorporated as an addendum to the BIHA rental lease agreement.

Section 3. Utilities

Utilities are not included in the contract rent change unless approved by the BIHA Executive Director.

If utilities charges are approved, this information and the amount that charged will be incorporated into the rental lease agreement as a utilities addendum.

Telephone, internet, and cable television are not considered utilities, and must be paid for by the tenant.

Section 4. Recertification

Households in this program must update household information annually.

A. Changes in Income Status

Tenants must inform BIHA of any change of income within 10 days of the change.

B. Changes in Household Composition

Tenants must inform BIHA of any change in household composition within 10 days of the change. No person may be added to the household without prior approval by the BIHA Screening Committee.

C. Changes in Emergency Contact information

Tenants must inform BIHA of any change in household composition within 10 days of the change. No person may be added to the household without prior approval by the BIHA Screening Committee.

PART VII. TERMINATION

See BIHA's Admissions & Occupancy Policy.

PART VIII. GRIEVANCES

See BIHA's Grievance Policy.

CHANGE LOG

Change	Resolution	Date
Adoption of Policy	BIHA Resolution #2026-010 General Housing Program Policy	September 9, 2026