



Supportive Housing Engagement Occupancy and Monitoring

October 27, 2021

Our Mission: The Core Purpose

Housing is the foundation for success, so we collaborate with individuals, communities and partners to create, preserve and finance housing that is affordable.

Supportive Housing Objective

People Who Need Supportive Housing Can Access Quality Housing
And Services So They Can Thrive



San Marco Tenants - Duluth

Agenda

Time	Topic
9:00-9:10	Welcome and Overview
9:05-9:20	Lease-up Planning, Processes and Forms
9:20-9:35	Tenant Selection Plans and Screening Criteria
9:35-9:50	Tenant Retention
9:50-10:00	Question Break
10:00-10:05	Tenant/Unit Rent or Subsidy Changes
10:05-10:15	Monitoring, Site Visits, Problem Solving
10:15-10:30	Coming up Next; Questions and Discussion

Lease Up Planning

- Preparing to lease up
 - Pre-lease up meetings with Minnesota Housing
 - Familiarize yourself with project and supportive housing unit specifics
 - Resources at your disposal: Supportive Housing Information and Resources, the development's MOU, TSP, and Marketing Plan
 - [Supportive Housing Information and Resources](#) -See Chapt. 10 Occupancy Guidance
 - Connect with relevant parties: Coordinated Entry, county, other referral sources as applicable

Eligibility and Documentation

- High Priority Homeless (HPH) units
 - Why not Long Term Homeless? (LTH)
 - What if the units are using LTH Housing Support?
 - [HPH verification](#): HMIS printout
- People With Disabilities (PWD) units
 - NEW! [Self-certification form available on website](#)
- Housing Infrastructure Bonds – Homeless or Behavioral Health
 - NEW! [Self-certification forms available on website for “Other Homeless” and Behavioral Health](#)
- Social Security Disability and Income Verification from MAXIS

Tenant Selection Plans (TSP)

- All selected developments must have a TSP
- Housing First, low-barrier screening criteria to serve the intended population for supportive housing
- New TSP Guidelines adopted December 2020
<https://www.mnhousing.gov/sites/multifamily/tenantselectionplan>
- General Considerations apply to all existing properties
- New Screening Criteria applies to all selected housing starting in 2021

TSP General Considerations

- Written tenant selection plan:
 - Readable and accessible to applicants
 - Clear information on eligibility criteria including criteria that will be used to evaluate applications
 - Evaluation criteria must take into consideration barriers faced by the population development is funded to serve
 - Describe waiting list process
- Requirement to provide information to rejected applicant
- Must provide notice of denial
- Must offer an appeals process

TSP General Considerations

- Domestic Violence – Fair Housing and VAWA
- Must have a written reasonable accommodations policy
- Cannot discriminate against voucher holders
- Highlights points from HUD's guidance on criminal history screening
- Supportive Housing considerations
- Best Practices – records retention

Tenant Screening Criteria – All Housing Units

- Must allow tenants to provide “supplemental evidence”
 - Must be reviewed **before** a final determination of acceptance or denial
- Cannot reject for:
 - Credit score, by itself or Insufficient credit history
- Rental History
 - An eviction action that was dismissed or was in favor of the applicant or was 3 or more years prior to the application
 - Insufficient rental history
- Income to rent ratio – cannot exceed 2 ½ times the rent



Tenant Screening Criteria – Supportive Housing

- Cannot be screened out based on housing history
 - References from previous landlords
 - Money owed to previous landlords
 - Recent egregious criteria *may* be considered
 - Extremely disruptive behavior
 - Abusive treatment
- Cannot be screened out based on credit history
 - No income to rent ratio allowed

Tenant Screening Criteria – Supportive Housing

- Criminal History – no rejection for:
 - Any arrest in an inactive case that did not result in conviction;
 - Participation in or completion of a diversion or a deferral of judgment program;
 - Any conviction that has been vacated or expunged, or for which the applicant received a stay of imposition of sentencing and complied with the terms of the stay;
 - Any conviction for a crime that is no longer illegal in the state of Minnesota;
 - Any conviction or any other determination or adjudication in the juvenile justice system;
 - Any convictions for petty misdemeanors, prostitution, alcohol related crimes, or low-level property crimes (theft);
 - Any conviction for misdemeanor offenses older than two (2) years;
 - Any criminal conviction for felony offenses older than seven (7) years.

TSP Review Checklist

- <https://www.mnhousing.gov/sites/multifamily/tenantselectionplan>



Tenant Selection Plan Checklist

Property Management Company:

Property Name:

Person Submitting TSP:

MHFA Reviewer:

Instructions: In row 6, check which program(s) this property is subject to (Column A - Agency Guidelines; Column B - Section 8/811 PRA; Column C - HOME/NHTF). Read through and complete all of the blue cells (Property Management Company; Property Name; Name of Person Submitting this TSP; columns F and G). Click the cell and type your answer after each applicable question. Submit this checklist along with your draft TSP by uploading both documents to the Portal.

Indicate which programs this property is subject to:			For Minnesota Housing Use						
Agency Guidelines	Section 8/811 PRA	HOME/NHTF	TSP Section	TSP Requirement	Where is this in the TSP? (page #)	If not included, please indicate why.	Topic in Compliance		Comments or Corrections Needed
							Yes	No	
			1. Project Eligibility Requirements						
X	X	X	1.01 Project-specific Requirements	Does the TSP list the project type?					
	X			Are the appropriate definitions of elderly/disabled listed?					
X			1.02 Intended Population	Does the TSP list the intended population for supportive housing (SH) units, including referral source?					
X			1.03 Referrals for HPH/SH units	Does the TSP list the process for referrals for supportive housing (SH) units?					
X				Does the TSP list coordinated entry (CE) as the referral source for the high priority homeless (HPH) units?					

Tenant Retention and Eviction Mitigation

- Management Plan, Service Plan and MOU Expectations
- Inspections/Questionnaires
 - Service Provider Questionnaire for Developments with LTH/HPH units
<https://www.mnhousing.gov/sites/multifamily/assetmanagement>
 - Property Manager Questionnaire for Developments with LTH/HPH units
<https://www.mnhousing.gov/sites/multifamily/assetmanagement>
- Resources
 - Supportive Housing Information and Resources Publication
<https://www.mnhousing.gov/sites/multifamily/serviceproviders>
 - Documents specific to your property i.e. MOU, Service Plan

Questions?



Supportive Housing Rent Levels

Supportive housing rent levels

<https://www.mnhousing.gov/sites/multifamily/limits>

Supportive Housing Standards

- When tenant rent/subsidy changes occur and adjusting rents
- Supportive Housing Information and Resource Publication
- [Housing Support Form](#) to assist with income and subsidy determination
 - On the Compliance web page under the tenant forms section

Monitoring and Compliance

- New Supportive Housing Quality Officer role
- Problem solving examples
- Resources – Minnesota Housing’s role
- New! Supportive Housing email address:
supportive.housing@state.mn.us

Coming Up Next!

- Next Engagement Session
 - Share results from the supportive housing survey and info from HMIS reports and dashboards
- Supportive Housing Office Hours
- Supportive Housing Email:
supportive.housing@state.mn.us
- Stay for Q&A with Sarah Broich

Questions and Discussion

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