

GENERAL REQUIREMENTS FOR LONG-TERM HOMELESS ASSISTED UNITS

1. As Units funded with Minnesota Housing Capital Funds or Operating Subsidies become vacant, they must be leased to qualified households who must disclose their income at initial occupancy on an “Initial Occupancy Statement by Tenant” form, as provided by Minnesota Housing. This form will be used to ensure that tenants are qualified to occupy the Assisted Unit. In addition, this form will assist in completion of annual reporting of demographic data as requested by Minnesota Housing through a Characteristics of Tenant Households form for program evaluation.

2. A Government Data Practices Act Disclosure Statement will be required for each household member that is over the age of 18, that receives rental assistance or occupies an Assisted Unit that has been funded by Minnesota Housing. This form must be completed at initial occupancy and maintained in the tenant’s file. By signing the Government Data Practices Act Disclosure Statement form, the tenant is acknowledging their consent to release the various data that is required to determine program eligibility as well as data that is not required to determine program eligibility. This form does not replace the release of information that a tenant may sign, giving the management agent and/or housing provider permission to access third party verification of income or assets. Minnesota Housing has two versions of this form, based on the type of funding that your development and/or program has received:
 - i. For developments that have received Minnesota Housing Capital Funding and/or Operating Subsidies:
http://www.mnhousing.gov/idc/groups/public/documents/document/mhfa_006318.pdf

 - ii. For programs that have received Minnesota Housing funded rental assistance grants from programs such as Bridges, Housing Trust Fund and/or Ending Long Term Homelessness Initiative Fund:
http://www.mnhousing.gov/idc/groups/public/documents/document/mhfa_002380.rtf

3. Verification of Long-Term Homelessness (LTH). Housing Providers and/or referring entities working with LTH Youth, Individuals and/or Families must verify the applicant’s status for program eligibility at the time of initial occupancy. Written documentation of the household’s previous housing history shall be maintained in the participant’s file. The Housing provider, Administrator, referring agency or service provider shall use the LTH Referral Verification Form. You can access the LTH Verification Form on the Minnesota Housing website at:
http://www.mnhousing.gov/idc/groups/public/documents/document/mhfa_002405.rtf
In rare and unique situations, the MHFA LTH Self Certification form may be used for situations when the housing provider, administrator, referring agency or service provider cannot verify the LTH status and/or for those tenants who may have been self referred to the program. You can access the LTH Self Certification form here:
http://www.mnhousing.gov/idc/groups/multifamily/documents/webasset/mhfa_002403.rtf

4. Owner agrees to participate in Minnesota’s Homeless Management Information System (HMIS) and will collect the household information required on the HMIS LTH data collection forms, and ensure the data is entered into the HMIS system in compliance with the System Administrator’s requirements, and that reports are submitted as required to Minnesota Housing. More information on LTH requirements for HMIS can be found at <http://www.hmismn.org/forms/LTH-MFHA.php>