



Guidance on Occupancy for LTH Assisted Units

Tenant Selection:

All efforts must be made to ensure that all LTH units are leased to eligible households, as defined in the development's legal documents (examples -Declaration or LURA.)

The Tenant Selection Plan & Criteria must include the LTH targeted units and include reasonable criteria that consider the past histories and barriers of this target population. The plan must cover:

- Housing history, income limitations, credit history, criminal record
- Waiting list management
- Reasonable accommodations

Tenant Lease Up:

This should be identified in the Marketing Plan, Tenant Selection Plan, MOU or any like agreement outlining the details of the plan to accomplish leasing. Please consult with Minnesota Housing staff to develop a plan that is appropriate for your development as applicable.

The lease-up schedule should be discussed prior to occupancy and agreed upon by the owner, service provider and management agent and consider the total number of units at the development as compared to the total number of LTH units.

When leasing the LTH units, it is recommended that the lease-up of the LTH units be staggered or phased-in to ensure that the dynamics and culture of the development is not abruptly impacted as well as a smooth transition for the new tenants. This approach will depend on the supportive housing model, target population, whether it is a new development or rehab, and other factors.

LTH Definition and Monitoring Requirements:

Eligible households must meet the Minnesota Housing definition for long-term homelessness: *Households Experiencing Long Term Homelessness - Persons including "individuals, unaccompanied youth, and families with children lacking a permanent place to live continuously for a year or more or at least four times in the past three years. Any period of institutionalization, incarceration, or time in transitional housing shall be excluded when determining the length of time the household has been homeless.*

Additional information can be found on the [Minnesota Housing website](#).

Common LTH Eligibility Question: *How long does an LTH household that has been in Permanent Supportive Housing for LTH maintain their LTH eligibility?*

The household will remain eligible for PSH for LTH as long as the household continues to need supportive services to effectively maintain their housing. Households that continue to need supportive services can choose to move from one PSH for LTH (unit,



Guidance on Occupancy for LTH Assisted Units

development or program) to another. This eligibility also applies to a household that becomes homeless after leaving an LTH unit.

LTH Verification Forms: Owner/Agents must use Minnesota Housing LTH Verification Forms to be maintained in the tenant file. Additional information for monitoring requirements can be found on the [Minnesota Housing website](#).

Vacancies:

If a vacancy occurs every effort must be made to lease to an LTH-eligible household. The owner/agent should work in partnership with the service provider to ensure effective outreach efforts are in place with referral sources in order to access an adequate pool of qualified LTH eligible households that can be referred to the development. All properties with LTH units should participate in Coordinated Assessment (when it is implemented in the service area) for LTH tenant referrals.

If after 60 days, the unit remains vacant, it may be rented to the next income-eligible, *non* LTH tenant. The property staff must notify their Housing Management Officer if the development is going to fall below the minimum LTH required units and rent to a non-LTH household. Additionally, the property staff must document the referral sources and leasing efforts made to lease the unit to an LTH-eligible household. Efforts to ensure compliance with the required number of LTH units must be ongoing, and outreach must be collaboratively conducted with the service provider to ensure that the next vacant unit is leased to an LTH-eligible household.

Tenant retention and housing stability: Regularly scheduled meetings should occur with the service provider and management agent to discuss any concern regarding lease violations, late rent, or other problems that may threaten the household's housing stability. This information is typically outlined in the Memorandum of Understanding (MOU) and Management Plan, which are required documents with Agency funding.

For example: When an LTH household is late on their rent payment, the service provider should be notified to assist in mitigating the situation.