Tenant Selection Plan
Checklist and Help Text Training

January 2021

MINNESOTA HOUSING

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.
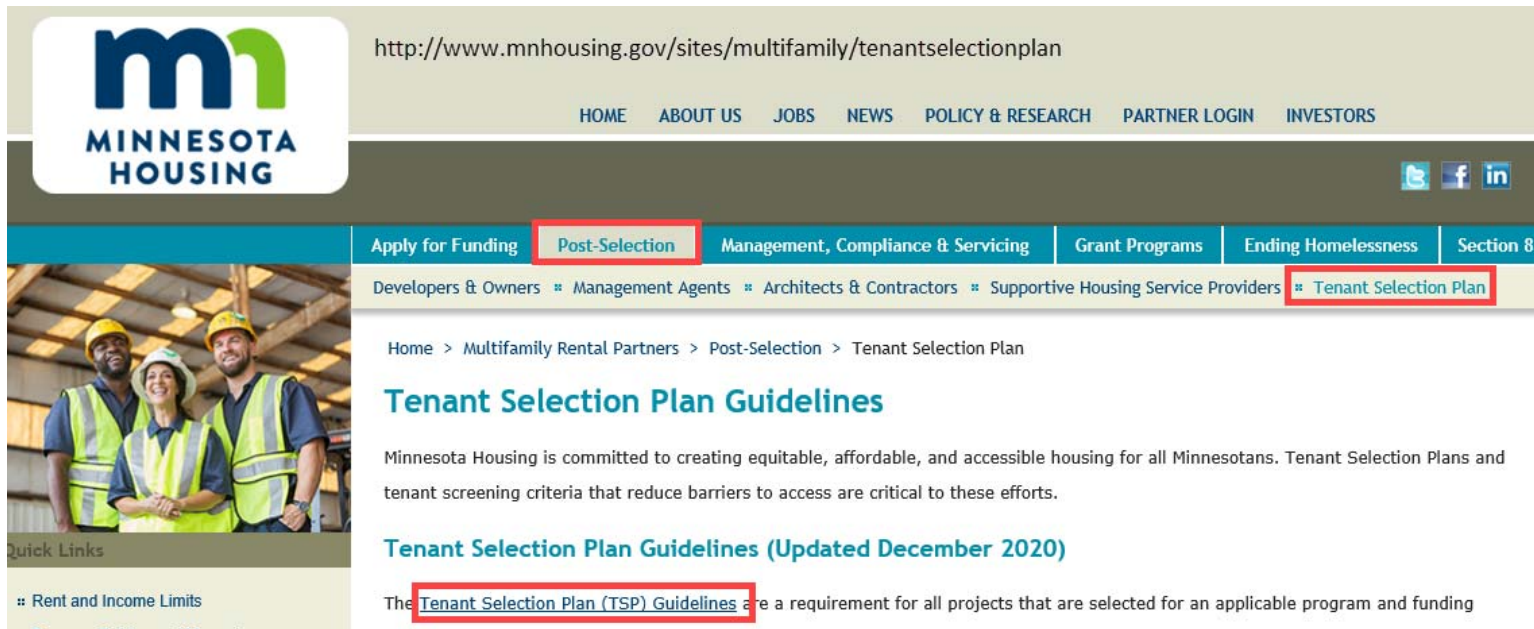
Purpose of a TSP

- Owners/agents develop the TSP per guidelines

- Applicants use the TSP to self-screen to help determine their eligibility for housing

- Keep in mind that a TSP does not include all program elements

Minnesota Housing TSP Guidelines

- Minnesota Housing is committed to creating equitable and accessible housing that is affordable for all Minnesotans

- TSPs and tenant screening requirements can be a way of reducing barriers when accessing housing

- You can find the Agency's current TSP guidelines on our website at www.mnhousing.gov

Reasons for the Checklist and Help Text

- To offer guidelines related to applicable state and/or federal TSP requirements and expectations

- To provide additional detail and context for TSP requirements

- To increase transparency and consistency of the TSP review

- To increase accountability regarding state and federal guidelines

Who Does Minnesota Housing TSP Guidelines and the TSP Checklist Apply To?

- Minnesota Housing requires a written TSP for most multifamily capital funding sources

  - Reference the TSP webpage for a link to the applicable funding sources table

- The TSP checklist is a required component of TSP review during due diligence for projects selected in the 2020 Consolidated RFP

- TSP guidelines were updated in December 2020

  - The **General Considerations** section outlines requirements that apply to all projects that are subject to Agency TSP guidelines

  - The **Tenant Screening Criteria** section outlines requirements that apply to projects selected for financing as the result of an application submitted after March 31, 2021

  - Projects selected prior to March 31, 2021 are strongly encouraged to adopt the tenant screening criteria as best practices

Using the TSP Checklist

- Beginning in 2021, projects that are required to have a TSP will also need to complete the TSP checklist as part of due diligence during underwriting

- The completed TSP along with the checklist will be uploaded to the Portal for review by Minnesota Housing staff

- The template checklist, the accompanying help text, and the TSP guidelines are available in the Portal as well as on our website: http://www.mnhousing.gov/sites/multifamily/tenantselectionplan

Using the TSP Checklist

- Owners/agents develop the project's TSP during underwriting and complete the TSP checklist for Agency review

- Owners/agents upload the draft TSP and TSP checklist to the Portal

- Minnesota Housing staff reviews the draft TSP and the checklist

- Minnesota Housing staff uses the checklist to communicate comments or questions regarding the TSP and uploads their completed checklist to the Portal

- Minnesota Housing staff shares their completed checklist and comments with owners/agents or entities responsible for updating and finalizing the TSP

Overview of the TSP Checklist

- Upon downloading the template checklist from our website or the Portal, the three blue fields/cells at the top of the page are to be completed by the management agent or person responsible for completing the checklist

- Fields to be completed: the property management company name; the property name; the person submitting the TSP

Overview of the TSP Checklist

- The left side of the checklist is where the owner/agent inserts an X for all programs applicable to that particular property

- Minnesota Housing reviewers verify the correct programs are selected

Overview of the TSP Checklist

TSP Section: This column identifies different sections of the TSP, and based on which program(s) have been identified, you can determine which sections apply to a particular property and what will need to be included in the TSP.

Indicate which programs this property is subject to:			✚	
Agency Guidelines	Section 8/811 PRA	HOME/NHTF	**TSP Section**	**TSP Requirement**
			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?
X			1.04 Rental Assistance Eligibility	Are there eligibility requirements associated with the rental assistance for any of the units, and are those requirements specified?

Overview of the TSP Checklist

- The **TSP Requirement** column identifies what specific information needs to be included in the TSP for that particular section

- The next two columns ask the owner/agent to identify the page in the TSP on which that information can be found, or alternatively, why it was not included

Overview of the TSP Checklist

- The reviewer completes the columns under the **For Minnesota Housing Use** heading

- If the information meets the requirement and is in compliance, the reviewer will check "yes"

- If it is not complete or does not meet the requirement, the reviewer will check "no" and then indicate in the comments section what is needed to fulfill the requirement

Where is this in the TSP? (page #)	If not included, please indicate why.	Topic in Compliance		Comments or Corrections Needed
		Yes	No	
p. 2				
p. 4				
p. 5				
p. 6				

For Minnesota Housing Use

Using the Help Text with the TSP Checklist

- The help text was created to offer additional context for TSP requirements listed in the checklist

- Each section of the help text correlates with the checklist categories

- The help text can be found on the Agency website and in the Portal

- The help text does not provide example language, but it outlines in greater detail what Minnesota Housing expects to be included as required or recommended elements of a TSP

Using the Help Text with the TSP Checklist

- Example: **Project-specific Requirements** are requirements based on Minnesota Housing Agency guidelines and for Sections 8/811 and HOME/NHTF
- The help text reflects in detail what information should be included in the TSP

Chapter 1 – Project Eligibility Requirements

Capital, rental, and operating funding sources for a project may have specific eligibility requirements. These should be outlined and included in the TSP. This section of the TSP help text and checklist highlights the expectations per Minnesota Housing's (Agency) guidelines, as well as eligibility requirements of funding sources that Minnesota Housing manages.

1.01 Project-specific Requirements

Agency Guidelines
The TSP should outline the project type (e.g., Section 8 property, HTC property with HOME units, HIB property)

Section 8, Section 811 PRA, HOME/NHTF Requirements
Refer to Appendix A for definitions of elderly/disabled and program qualifications.

- Must list applicable programs (HTC, MARIF, Section 8, etc.)

Section 8 Requirements
- Must list project type (family, elderly, disabled)
- Must list correct definitions of elderly/disabled if property designated to a special population (refer to Appendix A for definitions)

Uploading the Draft TSP and TSP Checklist to the Portal

Looking Ahead

- Beginning in 2021 with selections from the 2020 Multifamily Consolidated RFP, the TSP checklist will be a required component of TSP review during the due diligence phase

- Minnesota Housing remains committed to supporting partners in creating sustainable and accessible housing and will continue to create tools and additional resources to make this a reality

- The Agency will continue to review and refine its TSP guidelines based on new data, information, and priorities

- As the guidelines are updated, corresponding changes will be made to the checklist and help text

Tenant Selection Criteria Resources

- Success in Housing: How Much Does Criminal Background Matter?
  https://drive.google.com/file/d/1HwYOBFJ_k98C6TT99w2o7ryk2CnAGvgo/view

- FAQ on H 2015-10: Excluding the Use of Arrest Records in Housing Decisions
  https://www.hud.gov/sites/documents/FAQEXCLUDEARRESTREC33116.PDF

- HUD guidance on criminal background screening
  https://www.hud.gov/sites/documents/HUD_OGCGUIDAPPFHASTANDCR.PDF

- City of Minneapolis Renter Protection Ordinance
  http://www2.minneapolismn.gov/inspections/renterprotections

- City of St. Paul Tenant Protections
  https://www.stpaul.gov/departments/mayors-office/safe-housing

We want to hear from you!

As we work to make the TSP checklist and help text useful tools for Minnesota Housing staff and Agency partners, we encourage you to let us know how they are working.

Thank you!

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