



Information Sheet and FAQs New Eligibility Option for Long-term Homeless (LTH) Units and Rental Assistance Programs Funded by the Minnesota Housing Finance Agency (Minnesota Housing)

In the 2018 application for multifamily capital funding and Housing Tax Credits (HTC), Minnesota Housing changed the eligibility criteria for supportive housing units from Long-term Homeless (LTH) to High Priority Homeless (HPH) households. In the interests of consistency and fairness, existing properties with LTH units and Housing Trust Fund (HTF) LTH rental assistance programs will now have the option to use the HPH eligibility criteria instead of the LTH eligibility criteria.

LTH is currently defined as **“Households Experiencing Long-Term Homelessness,”** which means persons, including individuals, youth, and families with children, lacking a permanent place to live continuously for one year or more or at least four times in the past three years. Any period of institutionalization or incarceration must be excluded when determining the length of time a household has been homeless.

Properties with LTH units and Housing Trust Fund (HTF) LTH rental assistance programs funded by Minnesota Housing will have the option to use the HPH eligibility instead of the LTH eligibility.

Effective Date: January 1, 2019

High Priority Homeless (HPH) Eligibility

HPH is defined as **“High Priority Homeless,”** which means households prioritized for permanent supportive housing by the Coordinated Entry system.

“Coordinated Entry System” means the Coordinated Entry (CE) system defined by the statewide CE standards and protocol as adopted by the local Continuum of Care or such successor system as determined by Minnesota Housing.

Eligibility Documentation: This is a report titled **“[HPH Eligibility Confirmation Form](#)”** that the service provider can print from the Homeless Management Information System (HMIS) when they receive a referral from the Coordinated Entry system manager. The document must be retained in the tenant file.

For referrals for households that are not currently entered into HMIS (e.g., a domestic violence referral or minor), the Coordinated Entry system manager will provide a completed **“[HPH Eligibility Confirmation Form for Households not in HMIS](#)”** to document eligibility when they refer the household to the housing provider.

The eligibility change applies to all LTH units and HTF LTH rental assistance programs funded by Minnesota Housing (capital funding includes housing tax credits, deferred funding, bonds, etc.)

NOTE: The HPH eligibility option only applies to Minnesota Housing funded LTH units and HTF LTH rental assistance programs. If you have other funding for the LTH units that requires LTH eligibility, you will still need to follow the LTH eligibility and documentation requirements for that funding source (e.g., Housing

Support (formerly GRH) and the LTH Supportive Services Grant Fund).

What do I need to do to start using the HPH eligibility?

Housing providers with LTH units and HTF LTH rental assistance providers need to notify the Coordinated Entry (CE) system manager that you are now going to use the HPH eligibility for your LTH units or program. Housing providers will need to update the program information form provided to the CE manager to change the LTH eligibility to HPH eligibility.

FAQs

1. Why is Minnesota Housing making this change?

With limited resources, Minnesota Housing targets its supportive housing resources to the highest need households. For years, LTH has been used as a reliable indicator to identify high need households, but it is not the only indicator of the need for supportive housing and many high need households that don't meet the LTH eligibility have not been able to access supportive housing.

It is also time consuming and difficult to document LTH eligibility, especially for people living on the streets or who are in and out of institutions and in areas without emergency shelters. This also causes a delay in determining eligibility and filling a vacant supportive housing unit or utilizing HTF LTH rental assistance.

With the implementation of the Coordinated Entry (CE) system, there is now an assessment tool to determine a person's need for supportive housing and a prioritization process that provides the ability to be more responsive to homeless trends and local needs and to establish more timely priorities. These changes provide the opportunity to now move to the new HPH eligibility.

2. What are the benefits of the change?

- a) It will be much easier to document HPH eligibility – The service provider can simply print the “HPH Eligibility Confirmation Form” from HMIS when they receive a referral from the Coordinated Entry system manager for an LTH/HPH unit.
- b) The time to fill a vacant unit or utilize HTF LTH rental assistance will be reduced because with HPH, providers will not have to spend time documenting LTH eligibility.
- c) Households will be prioritized based on their assessed needs and local priorities.

3. Does the eligibility change for the LTH Supportive Service Grant Fund or Housing Support (formerly GRH) for an LTH unit?

No.

4. What if the LTH unit funded by Minnesota Housing has other funding sources that require LTH or other eligibility?

All funding sources for the housing financing, operating expenses and services must be considered to determine the eligibility criteria for households in supportive housing units. The most restrictive requirement will apply. For example, if a unit is restricted to HPH/LTH (Minnesota Housing) and Chronically Homeless (HUD), the applicant must meet the Chronically Homeless eligibility criteria. Or if a unit is restricted to HPH/LTH (Minnesota Housing), but the tenant receives Housing Support funding, the tenant will still need to meet the LTH eligibility criteria for Housing Support.

5. What if the household referred from the Coordinated Entry System is not entered in HMIS (e.g., a domestic violence referral)?

Since providers will not be able to print the “[HPH Eligibility Confirmation Form](#)” from HMIS, the Coordinated Entry system manager will fill out the “[HPH Eligibility Confirmation Form for Households not in HMIS](#)” and will send this to the provider with the referral.

6. Will the HMIS data entry or reports change?

No. Continue using the same provider name for your program, the same LTH data entry assessments and the same LTH reports. Minnesota Housing will work with the Institute for Community Alliances to incorporate any future name changes needed that will be the least disruptive to users.

For questions, contact Vicki Farden at vicki.farden@state.mn.us or 651.296.8125

This notice and other information about HPH eligibility is posted on our [website](#).

For more information about Minnesota Housing funded supportive housing, refer to our [Supportive Housing Information and Resources publication](#).