

This language is referenced in the 2022-2023 Qualified Allocation Plan (QAP) and replaces the Occupancy Guidance section in Chapter 10 in the [Supportive Housing Information and Resources publication](#):

High Priority Homeless (HPH) Vacancies

If an HPH vacancy occurs, every effort must be made to lease to an HPH eligible household. The owner/agent should work in partnership with the service provider to ensure effective outreach efforts are in place with Coordinated Entry (CE) in order to access an adequate pool of qualified eligible households that can be referred to the development. All parties must follow the timelines outlined in the CE process to refer and locate applicants and process applications. All properties with HPH units or any SH units for people experiencing homelessness must participate in CE for all tenant referrals.

If, for a particular HPH unit(s) vacancy, there is not an eligible HPH household on the Coordinated Entry waitlist for Supportive Housing, and any applications that were denied were evaluated using inclusive screening criteria following Minnesota Housing's Tenant Selection Guidance, the owner may use the HPH relief provisions specified in the Tax Credit QAP, LURA and deferred loan documents:

1. An owner may request approval in writing from Minnesota Housing to prioritize filling a vacant HPH unit(s) with the next highest need household in accordance with this guidance [the Supportive Housing Guide] if the HPH unit(s) is unable to be filled with the highest priority household on the permanent supportive housing waitlist in the Coordinated Entry system.

The owner/agent/designated service provider must work with the Coordinated Entry provider to determine the next highest need household for the unit following the prioritization process outlined below, or as otherwise approved by Minnesota Housing:

- The next qualified household on the Coordinated Entry waitlist for any housing type;
- A person that is ready to be discharged from an institution of care or criminal justice, but has not secured housing. Every effort should be made to outreach to county human services and institutions (including residential treatment, hospitals, foster care, jails and prison, etc.) to reach eligible individuals/households.
- A household that is living in a doubled-up situation defined as homeless (see Definitions Chapter 2) but is not included in the Coordinated Entry system based on local CE policy.
- A household with a housing choice voucher on housing search and unable to secure housing.
- A household at high risk of long-term homelessness (see Definitions Chapter 2)

This process should proceed quickly and in good faith by all parties to fill the unit within 60 days of vacancy. Services and rental assistance should be provided /available as needed to assist the household to maintain housing (depending on funding sources and eligibility).

2. If, after a minimum 60-day period, or other time period approved by Minnesota Housing when all options have been exhausted, an HPH unit(s) is unable to be filled by a household through the Coordinated Entry system or the prioritization process outlined above, temporary relief from the HPH unit may be requested from Minnesota Housing to permit a non-HPH household to fill the unit. The next comparable available unit is subject to the HPH unit requirements when a vacancy occurs. Requests must be submitted to the assigned asset manager or compliance officer for the property and will be reviewed with a supportive housing officer.

3. If a particular HPH unit(s) experiences unexpected loss of rental or operating support, or tenant support services funding and meets the conditions outlined in the HTC guide and QAP, the owner may petition Minnesota housing to eliminate its requirements for the affected HPH unit(s). Rents for those units may be required to be converted to the 50 percent HTC rent limit, or a more restrictive threshold as required by selection priority or funding requirements. Additional information can be found in the [HTC Guide and QAP](#).