

The following items must be submitted in satisfactory form for review and approval by the Minnesota Housing Supportive Housing Officer (SHO) prior to mortgage credit approval of financing or prior to carryover for Housing Tax Credit only projects. The SHO reviews and approves these documents to ensure the proposed housing will have the necessary supportive housing components in place to effectively serve the targeted population for the term of the funding agreement. **PLEASE SUBMIT FORMS IN AN EDITABLE FORMAT (NOT A PDF).**

Supportive Housing Due Diligence Submissions – SERVICES

A. Memorandum of Understanding (MOU) – A Memorandum of Understanding (MOU) or agreement is between the owner/sponsor, the property management company, the primary service provider, and any other interested party, describing how the roles and responsibilities will be coordinated with all parties. An MOU should describe the intent of the housing and service model, define terms and eligibility, and outline the tenant screening and selection process, the specific duties of each party, funding resources and terms of the agreement. Also include the Unit Restriction/Eligibility Matrix. Minnesota Housing must approve the MOU before the agreement is executed.

 [Sample MOU Template](#)

B. Service Plan – The plan for providing supportive services for the supportive housing tenants is prepared by the primary service provider. The service provider may use their own format, but the format must include all information outlined in the Service Plan Template.

 [Service Plan Template](#)

C. Supportive Services Sources and Uses Budget – The developer works with the primary service provider to complete the Minnesota Housing budget format. The form identifies the expenses and the secured and/or proposed revenue sources for the services and unique operating costs for supportive housing described in the Services Plan and the MOU, including the costs of operating a front desk. Staffing costs should be detailed by number of FTEs and cost per FTE, including all fringe benefit costs and supervisory costs.

 [Supportive Services Sources and Uses Budget](#)

D. Verification of Service Funding – Provide evidence of all service funding outlined in the service budget. Examples of forms of evidence include a copy of a grant agreement, an award letter, a Housing Support Agreement, or a letter from the funder describing the award and allowed uses for the funds. If Medicaid funding such as ARMHS or TCM is used for the primary services, the provider must submit evidence of enrollment to provide the service in the applicable county.

 [Verification of Service Funding Sample Letter](#) – SAMPLE LETTER

E. Services Agreement or Contracts to Fund Services – OPTIONAL. This is a formal agreement between the owner and service provider outlining what services will be provided to the target population and any costs associated with providing those services. This is done at the discretion of the owner and the Supportive Housing Officer.

F. HMIS Memo and Contact Form for long-term homeless (LTH) and high-priority homeless (HPH) units – This form must be completed by the entity responsible for data collection and reporting for the LTH or HPH tenants using the Minnesota Homeless Management Information System (HMIS).

 [HMIS Memo and Contact Form for LTH and HPH units](#)

G. Housing Support Commitment Letter – This form is completed by the county or tribal human service department entering into the Housing Support agreement with the housing or service provider.

 [Housing Support Commitment Letter](#)