

**MINNESOTA HOUSING FINANCE AGENCY**

**RIDER TO DECLARATION OF LAND USE RESTRICTIVE COVENANTS  
FOR LOW-INCOME HOUSING TAX CREDITS  
(Long-Term Homelessness)**

**Additional Requirements**

- A. Annually, within 60 days prior to the end of Owner's fiscal year, Owner shall submit a proposed schedule of rental rates and a proposed operating budget for the Development to Minnesota Housing in a form supplied by Minnesota Housing. The proposed operating budget shall set forth the anticipated income of the Development and a detailed estimate of expenses, which shall include separate documentation of (i) administration expenses, (ii) operating expenses, (iii) maintenance expenses, (iv) utility expenses, (v) hazard insurance premiums, (vi) taxes and assessments, and (vii) to the extent permitted herein, a return on equity to Owner. The proposed schedule of rental rates, together with any other sources of revenue or assistance supplied to Owner, shall be sufficient to meet all items set forth in the proposed operating budget, including specifically, but not by way of limitation, amounts sufficient to allow for a return to Owner, and for payment of debt service on any superior or approved subordinated indebtedness against the Development. The proposed schedule of rental rates, together with any other sources of revenue or assistance supplied to Owner, shall be sufficient to meet all items set forth in the proposed operating budget.
- B. Annually, within 90 days after the end of Owner's fiscal year, Owner shall submit a year-end operating statement for the operation of the Development in a form supplied by Minnesota Housing.
- C. Annually, Owner shall complete and return a supportive housing assessment survey, in a form supplied by Minnesota Housing.
- D. At initial occupancy of every tenant occupying a long-term homeless unit, Owner must verify that the household meets the State's definition of long-term homelessness (defined herein below) and also complete the Minnesota Housing LTH Verification/Referral form. Such documentation is maintained in the tenant file and provided to Minnesota Housing upon request.

*"Households Experiencing Long-Term Homelessness" which means persons, including individuals, unaccompanied 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 shall be excluded when determining the length of time a household has been homeless.*

**E. MINNESOTA HOMELESS MANAGEMENT INFORMATION SYSTEM:**

- (1) Owner agrees that it will cooperate in good faith with Institute for Community Alliances, an Iowa non-profit corporation ("Administrator"), and any successors and/or assigns of Administrator's rights and responsibilities regarding the Minnesota Homeless Management Information System computerized database ("HMIS") to (a) participate in and receive any training which Administrator may require from time to time in order for Owner to be a licensed user of HMIS, and (b) satisfy other reasonable requirements which may be imposed by Administrator and Minnesota Housing in connection with HMIS.
- (2) Owner agrees that it will (a) request certain information from the individuals it serves through the Program, pursuant to Owner's agreement with Administrator, (b) input such information into HMIS in a timely manner, and (c) run reports and test data for accuracy, as directed by the Administrator and Minnesota Housing.
- (3) Owner agrees that it will obtain any and all necessary disclosures, releases and consents in connection with the Program to permit Minnesota Housing to access information and receive periodic reports from Administrator (additional information is available at <http://www.hmismn.org>), and Owner hereby expressly permits Minnesota Housing to access any and all such information.