

## **CERTIFICATION FOR PERMANENT SUPPORTIVE HOUSING**

The undersigned Sponsor, Property Management Agent, Supportive Service Provider(s), and Coordinated Entry Access Point Provider entities hereby certify, warrant and covenant that the following requirements will be incorporated into the future leasing preferences and property operations of \_\_\_\_\_ for the benefit of Permanent Supportive Housing (PSH) or for transitional housing (defined by Section 42(i)(3)(B)(iii) of the IRS code) households:

### 1) Targeted Population:

At least one unit, or the number of units equivalent to 5% of the total number of residential units in \_\_\_\_\_ (rounding up to the nearest whole number), whichever is greater, shall be designated as PSH or transitional housing for “Special Housing Needs Households”.

“Special Housing Need Household” is defined as a household meeting all three of the following criteria:

- Households comprising individual(s) or families with incomes at or below 30% area median income (AMI); AND
- Households comprising individual(s) or families who are disabled. (Federal laws define a disabled person as “any person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment”); AND
- Households comprising individual(s) and families who are literally homeless, at imminent risk of homelessness, or fleeing or attempting to flee domestic violence as defined in 24 CFR 576 Subpart A 576.2 (1), (2), and (4).

The “Special Housing Needs Households” definition listed above must be contained in the “Tenant Selection Policy” of the proposed Management Plan.

### 2) Supportive Services for Special Housing Needs Tenants:

A Supportive Services Plan must be established for Special Housing Needs Households and must include the adoption of Housing First practices that: 1) allows voluntary participation by households in the Supportive Services; 2) provides a commitment for monthly on-site visits by a partnering organization(s)/Service Provider(s) to coordinate appropriate Supportive Services to be offered to Special Housing Needs Households based on individual or household needs; and 3) supports the development of flexible, person-centered and client-informed individual Supportive Service plans.

Additional Supportive Services requirements:

- The partnering organization(s)/Service Provider(s) must have at least 3 years of experience in providing housing and/or services to Special Housing Needs Households.
- Partnering organization(s)/Service Provider(s) and/or housing provider(s) must participate in the Homeless Management Information System (“HMIS”) or the Community Management Information System (“CMIS”), and agree to collect and record client/household Universal Data Elements and record services provided to Special Housing Needs Households. If a Developer/Property Manager is unsure if a Service Provider is an approved HMIS/CMIS user, they may contact IHFA at [hmis@ihfa.org](mailto:hmis@ihfa.org) for a list of participating HMIS/CMIS Service Providers. If a Service Provider is not a current HMIS/CMIS approved user, the Service Provider may contact IHFA to request training and access approval.

- Supportive Services provided to Special Housing Needs Households must be accessible on-site at \_\_\_\_\_ unless alternative transportation arrangements have been made by the partnering organization(s)/Service Provider(s) and/or housing provider.
- While participation in Supportive Services is voluntary, Special Housing Needs Households must be offered participation in at least three of the nine Supportive Services listed below on a monthly (or at least quarterly) basis, or more frequently, as indicated by the households whenever potential need for such Supportive Services arises.
  - Health or Behavioral Health Services
  - Childcare
  - Adult Education, Health and Wellness, Or Skill Building Classes
  - After School Program for School Aged Children
  - Renter Education Classes
  - Substance Use Counseling/Treatment
  - Housing Liaison Services
  - Connection to Mainstream Resources Services
  - Housing Barrier Removal
- Partnering organization(s)/Service Provider(s) that will be coordinating Supportive Services must keep an independent log of monthly site-visits and document services offered to Special Housing Needs Households. It is important to document any Supportive Service offerings that were accepted or declined.
- The Supportive Services Plan for the Special Housing Needs Households must be contained in the proposed Management Plan or provided in a separate Supportive Services Plan referenced in the Management Plan.

3) Coordinated Entry (or “Our Path Home CONNECT” in Ada County and “Homeless Connect” throughout the rest of the state):

The “Tenant Selection Policy” included in the Management Plan must include a requirement to use the “Coordinated Entry” system when filling vacancies in units set aside for PSH. Operational procedures detailing the Coordinated Entry process and provision for staff training must be included in the proposed Management Plan.

Additionally, an Affirmative Marketing Plan (File 06 in the LIHTC/HOME application) that includes the appropriate county’s homeless Coordinated Entry Access Point (see below) in the Community Contact section of the plan is required.

Whenever a PSH unit is available in the development, the appropriate Coordinated Entry Access Point partnering organization must be contacted first by the Property Manager/Developer.

Coordinated Entry Access Points:

<p>Region 1 Benewah, Bonner, Boundary, Kootenai, Shoshone Counties</p> <p>St Vincent de Paul 201 E. Harrison Coeur d'Alene, ID 83814 208-664-3095</p>	<p>Region 2 Clearwater, Idaho, Latah, Lewis, Nez Perce Counties</p> <p>Sojourner's Alliance 627 N. Van Buren Moscow, ID 83843 208-310-4554</p>	<p>Region 3 Adams, Boise, Canyon, Elmore, Gem, Owyhee, Payette, Valley, Washington Counties</p> <p>CATCH of Canyon County 1007 S. Elder St. Nampa, ID 83651 208-495-5688</p>
<p>Region 4 Blaine, Camas, Cassia, Gooding, Jerome, Lincoln, Minidoka, Twin Falls Counties</p> <p>South Central Community Action Partnership 550 W. Washington St. S. Twin Falls, ID 83301 208-733-9351</p>	<p>Region 5 Bannock, Bear Lake, Bingham, Caribou, Franklin, Oneida, Power Counties</p> <p>Aid for Friends 210 E. Center St., Ste A Pocatello, ID 83201 208-254-0290</p>	<p>Region 6 Bonneville, Butte, Clark, Custer, Fremont, Jefferson, Lemhi, Madison, Teton Counties</p> <p>CLUB, Inc. 1820 E. 17<sup>th</sup> St., Ste 150 Idaho Falls, ID 83404 208-529-4673</p>
<p>Region 7 Ada County</p> <p>CATCH 503 S. Americana Blvd. Boise, ID 83702 208-246-8830</p>		

Signatures found on the following page

\_\_\_\_\_ (the "Sponsor") hereby certifies and agrees that if \_\_\_\_\_ is awarded the two criteria selection points for PSH Units and does NOT comply with the certifications, warranties, and covenants set forth in this certificate after being placed in service, then \_\_\_\_\_ shall NOT be eligible to submit applications to Idaho Housing and Finance Association ("IHFA") for LIHTC until such time as \_\_\_\_\_ is back in satisfactory compliance based on the sole determination of IHFA.

\_\_\_\_\_ further certifies and agrees that it shall furnish copies of \_\_\_\_\_'s executed (i) Management Plan that includes a Tenant Selection Policy, (ii) Supportive Services Plan, and (iii) Affirmative Marketing Plan, satisfying the requirements listed above to IHFA at the time \_\_\_\_\_ applies for Form 8609(s).

Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**SPONSOR:**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Company: \_\_\_\_\_

**PROPERTY MANAGEMENT AGENT:**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Company: \_\_\_\_\_

**SUPPORTIVE SERVICE PROVIDER:**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Company: \_\_\_\_\_

**COORDINATED ENTRY ACCESS POINT PROVIDER:**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Company: \_\_\_\_\_