



*Strength, Dignity, Quality of Life*

**MISSOURI HOUSING**

**DEVELOPMENT COMMISSION**



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# Set-aside Preference Firm Submission and Document Requirements



# Firm Submission- Set-aside Preference

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## Executed Referral and Services Agreement or MOU

- Number of identified units
- Clear responsibilities of the Owner, Property Management and Lead Referral Agency
- Duration of the agreement
- Signature of all parties involved
- Language that all parties will, at all times, comply with all applicable fair housing and disability laws

# Firm Submission- Set-aside Preference

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## Set-aside agency contact information

- Lead Referral Agency (LRA)
- Primary contact
- Target population
- Number of Set-aside units
  
- ✓ Completed Marketing Plan

# Firm Submission- Set-aside Preference

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## Services:

- Document services or refusal of services
- Services offered on and off site
- Transportation
- LRA designated point of contact for residents
- Changes to the Services Agreement/ MOU since Firm Submission

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# Service Enriched Housing Priority - Firm Submission and Document Requirements



# Firm Submission- Service Enriched

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## Final Supportive Services Plan:

- Who will provide the services
- Where service will be provided
- How services will be provided- service delivery plan
- Is it SIGNED?

## Commitment letters from service providers


- What services are they agreeing to provide?



# Letters of Intent

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## Letters of Intent should include:


- Service or program being provided
  - Nature of the service or program
  - Service delivery plan
  - Duration of commitment
  - Primary contact person with signature
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# Firm Submission-Service Enriched

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## Services:

- Documentation of services
  - Services offered on and off site
  - Transportation
  - Service delivery plan (who, what, when, where)
  - Evaluation and meeting tenant needs
  - Services appropriate for target population
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# Firm Submission- Service Enriched Cont.

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## Services:

- Designated point of contact- Service Coordinator

## Days and hours available to tenants

- Tenant engagement
- Collaboration with management company



## **Final Reminders:**

\*Make sure that the Supportive Service Plan and Referral and Support Agreement is signed

\*Any information that was previously discussed and cured should be included in the final documentation



# Resources

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2020 Developer's Guide:  
Set-aside Preference  
Service Enriched Housing Priority

Special Needs Coordinator  
Asset Management

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