

# Set-Aside Preference Questionnaire

## Identified Population

What is the Identified Population? (Select all that apply)

- ☐ Developmentally Disabled ☐ Homeless, including survivors of domestic violence and sex trafficking  
☐ Mentally Ill ☐ Physically, Emotionally or Mentally Impaired ☐ Youth aging out of foster care

☐ Number of targeted units

Provide local data to support the need for services (i.e., Point-in-Time Count numbers, Veterans, disabled numbers high)

Is this development a later phase or rehabilitation of an existing site? ☐

Is a Lead Referral Agency (LRA) currently in place along with services? ☐

How will LRA responsibilities expand for the proposed development?

## Lead Referral Agency

1.

Lead Referral Agency (LRA):

Primary Contact:  Phone:

Email Address:

2.

Approximately what percentage of clients currently serviced by the LRA are:

(When added together, the following percentages may not equal 100%)

- ☐ Chronically homeless ☐ Disabled ☐ Elderly ☐ Ex-offenders  
☐ Homeless ☐ Severely mentally ill ☐ Substance abuse  
☐ Unaccompanied minors ☐ Veterans ☐ Youth aging out of foster care  
☐ Survivors of domestic violence, stalking, or sex trafficking

3.

How many years has the LRA worked with the target population?

4.

List the mission of the LRA:

What are the proposed positive impacts for residents related to the following Permanent Supportive Housing (PSH) features:

(Check all that apply and describe the action steps and how you will know the actions are successful)

- ☐ Housing Stability
- ☐ Increased Income and/or Employment
- ☐ Physical and/or Mental Health
- ☐ Quality of Life
- ☐ Social and Community Connections

5. Is the agency an LRA on other MHDC approved set-aside preference (Formally Special Needs Housing) developments?

List all MHDC approved developments the primary service provider is the primary provider on:

6. Has the LRA been funded with federal and/or state housing funds?

List source of funding and most recent award years:

7. Has rental assistance been secured in the form of a written commitment for set-aside units?

What is the source of rental assistance:

Has rental assistance been secured for all set aside units?

How many units has rental assistance been secured for?

How long is the rental assistance available to the tenant?

How frequently must tenants recertify for the rental assistance?

What happens if tenant no longer qualifies for rental assistance program?

List the eligibility requirements, including income, for the rental assistance program:

List the service requirements for the tenant to maintain rental assistance:

Under what circumstances can the rental assistance be terminated by the assistance provider:

How will residents of set aside units afford rent without rental assistance?

8. Demonstrate the LRA's ability to collaborate with other community providers:

**Services Provided:**

1. Will there be a service coordinator office on-site?

How many hours per week?

2. Will the service coordinator work on more than one set-aside preference site?

Explain how responsibilities will be split between sites and the number of hours dedicated to each site:

3. Where will the services be provided?

4. Are fees charged to residents for any services provided?

Describe the fee structure:

5. Are services including case management required for tenant to maintain housing?

Explain what happens if services and/or case management are refused:

6. Does LRA use a housing first model in referring residents for set aside units?

7. Does LRA work with the local Coordinated Entry System to prioritize referrals for set aside units?

8. What services will be offered to set-aside tenants?

Type: **Housing Stability**

Service	Frequency	Details	Service Provider
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Type: **Increased Income and/or Employment**

Service	Frequency	Details	Service Provider
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Type: **Physical and/or Mental Health**

Service	Frequency	Details	Service Provider
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Type: **Quality of Life**

Service	Frequency	Details	Service Provider

Type: **Social and Community Connections**

Service	Frequency	Details	Service Provider

9.  
How will the residents of set aside units be informed of the services at entry to development?
10.  
How will the residents of set aside units be informed of the services throughout their residency?
11.  
How will the residents of set aside units access services?