

Target Population Leasing Preference Requirement Reminders

The Virginia Housing Qualified Allocation Plan (QAP) includes a threshold requirement for properties to provide a leasing preference to persons with disabilities, known as the Target Population. The Department of Behavioral Health and Developmental Services (“DBHDS”), an approved referring agent, determines the eligibility of the Target Population and refers them to tax credit properties in our portfolio. Target Population applicants referred by DBHDS have access to rental assistance and must receive a leasing or waitlist preference for available units.

Please review the property’s Extended Use Agreement for occupancy requirements throughout the extended use period.

Owner/Partner Notification Requirements Checklist.

- ✓ **Training** - All management agent staff involved with the leasing process must complete the Target Population Leasing Preference Overview course annually in the [Partner Portal](#) and document the certificate of completion for compliance monitoring in the property’s Procorem WorkCenter.
- ✓ **Required Notification** - The Property Owner must immediately report the following to DBHDS, when the:
 - Property will begin accepting applications for occupancy.
 - First building is ready for occupancy.
 - Last building is ready for occupancy.
 - Vacant unit count is equal to the number of remaining units in the unit commitment during the lease-up period.
 - One- and two-bedroom units are the most desirable for leasing to the Target Population. Please also notify DBHDS when the smaller units reach low availability during the lease-up.
 - Occupied unit becomes vacant. Immediately notify DBHDS of unit availability until the property’s unit commitment is met.

Email the notification of the information above to the DBHDS email inbox, LIHTC@DBHDS.Virginia.gov, and Compliance@VirginiaHousing.com. See the attached [Communication with DBHDS guidance](#) for additional details.

- ✓ **Continuously market unit availability to the Referring Agent**, LIHTC@DBHDS.Virginia.gov, during Lease-up and at Unit Turnover. See the attached [Target Population Marketing Requirements guidance](#) for additional details.

Additional Resources.

Target Population Leasing Preference resources are available on our [Compliance Monitoring web page](#) under the section header, Target Population Leasing Preference. The resources include [written guidance](#), [tenant selection plan guidance](#), and the annually required [training course](#), along with additional resources.

Review the [Partner Portal User Guide](#) for instructions on how to access the required Target Population training course.

Maintaining Compliance with the Target Population Leasing Preference.

Compliance monitoring of the Target Population Leasing Preference includes the review of property documentation throughout the property's extended use period, 30+ years, and confirms:

- the completion of the [Target Population Leasing Preference Overview course](#) for all property leasing staff,
- the Tenant Selection Plan is current and includes the leasing preference requirements
- the property maintains a current listing on [VirginiaHousingSearch.com](#)
- the property's ongoing marketing efforts to immediately report:
 - the status of the property construction and changes as they occur,
 - ready for occupancy date of the first building and the last building,
 - unit leasing activities and availability,
 - low unit availability to DBHDS once the vacant units equal the number of unfilled units in the EUA unit commitment,
 - continuous marketing to DBHDS at unit turnover
- documentation and tracking of the intake, processing, and outcome of all DBHDS applicant referral applications, and
- the property procedures for the intake, review, and results of reasonable accommodation requests.

Noncompliance with the Target Population Leasing Preference marketing and communication requirements may result in the following:

- a required unit hold up to 60 days for DBHDS to market unit(s) to Target Population applicants
- the project owner and management agent partners receive point deductions in future tax credit applications.

If you have program questions, please contact the property's assigned Compliance Officer or email our shared inbox, Compliance-AssetManagement@VirginiaHousing.com.