# Sample MHP Medi-Cal Partnerships Letter of Intent

(put on letterhead of Project Sponsor and sign)

To whom it may concern:

Pursuant to Multifamily Housing Program (MHP) Guideline 7310.1 (b) (2), in the event that \_\_\_\_\_\_\_ (Insert Project name) receives MHP funds for units dedicated to Eligible Individuals under the terms of MHP Guideline section 7310.1, \_\_\_\_\_\_\_\_\_ (Insert Sponsor name) will submit a signed written agreement (hereinafter referred to as the Medi-Cal Partnerships Written Agreement) between the Sponsor, Sponsor’s Management Agent, and \_\_\_\_\_ (Insert name of Eligible Service Provider(s) approved by DHCS to offer Qualifying Services) to the Department of Housing and Community Development (HCD) no later than 180 days prior to the start of initial lease up of the Qualifying Units under Section 7310.1 of the MHP Guidelines for the above-named Project.

The Medi-Cal Partnerships Written Agreement shall, at a minimum, address the following with respect to the Qualifying Units and Eligible Individuals:

(1) the tenant referral process and timeline; (2) the process and timeline for Eligible Service Provider determining initial eligibility for Qualifying Services prior to move-in; (3) move-in assistance to be provided by the Eligible Service Provider, the Sponsor’s Management Agent, and/or other affiliated parties, including but not limited to assistance with tenant application preparation, needed reasonable accommodations on the basis of disability, and other housing transition assistance; (4) the provision of Qualifying Services; (5) ongoing coordination between Eligible Service Provider(s) and the Management Agent in order to prevent eviction; (6) implementation of Housing First requirements and best practices consistent with Welfare and Institutions Code Section 8255 (b); and, (7) other provisions of MHP Guideline section 7310.1 necessary to incorporate into the Medi-Cal Partnerships Written Agreement in order to implement the requirements and objectives of this section.

Sponsor will consult resources made available by HCD or the Department of Health Care Services prior to developing the Medi-Cal Partnerships Written Agreement, including but not limited to any sample Medi-Cal Partnerships Written Agreement made available by HCD for use by Project Sponsors.

The Medi-Cal Services provided pursuant to the terms of the Medi-Cal Partnerships Written Agreement will be provided in a manner that complies with applicable Medi-Cal requirements and the Housing First core components as set forth in Welfare and Institutions Code Section 8255(b). In the event that the Medi-Cal requirements and the Housing First core components conflict, the applicable Medi-Cal requirements shall be followed.

Printed Name:

Title of Sponsor Signatory:

Signature:

Date:

Printed Name:

Title of Eligible Service Provider Signatory:

Signature:

Date: