

**SUPPLEMENT FOR SUPPORTIVE SERVICES**

Projects proposing to provide supportive services must complete the **Supplement for Supportive Services** with their application. The **Supplement** will not affect the score but will be used to ensure program compliance and to determine availability of special purpose vouchers.

**Supportive Services for all Households.** When a project includes supportive housing units, the supportive services must be available to all PBV-assisted households in the project, not just to households eligible for those services. The provision of on-site and off-site supportive housing services such as case management, health services, independent living skills, or other such assistance is offered to help the households remain successfully housed. For households placed in supportive housing units, participation in supportive services and programs will be encouraged but shall be voluntary and the household shall not be required to receive supportive services as a condition of tenancy.

**Summary of Supportive Services**

**Resident/Supportive Services – Proposed Services Plan**

*Clearly Describe All of the Following:*

The target population(s) to be served and their anticipated service needs.	
Description of the supportive services and other services to be provided, enhancing resident well-being and increased opportunity.	
Description of how proposed services align with HACSC’s Administrative Plan.	
Description of proposed staffing model.	
Description of lead/significant service provider(s) and services to be provided by each.	
Communications plan between the service provider and property management regarding the status and needs of residents.	
Description of existing developments the developer and service provider(s) have collaborated on.	

<b>Resident Services Budget</b>	
<i>The budget must include staffing and service activity levels adequate to assist tenants to live independently in the housing project.</i>	
<b>Revenues</b> – indicate all sources	\$
	\$
	\$
<b>Expenses</b> –include description of staffing and service activity levels adequate to assist tenants to live independently in the supportive housing project	\$
	\$
	\$
Total	\$
<b>Attach a Resident Services Budget if extra space is needed</b>	

Indicate here if a conditional commitment or letter of intent from lead/significant service provider(s) has been obtained for the project.	
<b>Attach letter(s) of commitment to your Application</b>	

<p>Indicate how units NOT filled from the Housing Authority’s Housing Choice Voucher existing waiting list will be filled. Description should include details regarding a site-based waiting list and/or referral processes. If a referral process is proposed, indicate who the referring agency will be and if there is any commitment or letter of intent from them to provide referrals. If there are multiple special populations proposed, provide this information for EACH special population type.</p>	
<b>Attach letter(s) of commitment to your Application.</b>	

**Services Experience.** Indicate experience successfully providing supportive services for affordable housing developments with similar populations as those being proposed.

<b>Resident/Supportive Services Provision Experience:</b>	<b>Check One</b>
<b>Number of Affordable Projects Managed for 12+ Months within the last 5 years</b>	
Broad experience (5+ projects)	
Some experience (3-4 projects)	
Minimal experience (1-2 projects)	
No experience	
<b>Attach materials to your application verifying the above experience.</b>	