

Section 8 Supportive Services Program

Participation Guidelines

Requirements for Participation:

- Implementation of an Agency-approved service plan. Service plans are effective for a three year period.
- Completion of a resident survey every three years.
- Contribution to the Housing Services Fund to support programming and educational initiatives (\$500 minimum).
- Timely submission of reports: Supportive Services Quarterly Report and an Annual Budget with narrative delineating program elements, expenses, and income.

All participating sites are required to have completed a resident survey within the last three years. Based on that resident input, sites will develop a comprehensive service plan. This process of assessment and subsequent service plan development will follow a three-year cycle.

Staff of participating sites is expected to attend the annual conference, regional forum meetings, and additional workshops that are made available throughout the year.

Interruptions of service or inadequate service delivery will necessitate administrative review and may result in suspension of the incentive management fee.

Benefits of Participation:

- Enhanced quality of life for residents.
- Protection of the physical investment through reduction in turnover, decreased damages, and increased marketability of units.
- Training opportunities available to site/agent's staff at minimal costs.
- Program assistance and consultation available from regional Agency staff:

Central PA 717.780.3962

Eastern PA 610.270.1560

Western PA 412.429.2843

- Incentive management fees awarded for full compliance with SSP requirements. HUD-Insured Section 8 ("H") developments are subject to HUD approval.

Please return the completed Participation Agreement by December 31, 200_ to:

**Housing Services Department
Pennsylvania Housing Finance Agency
PO Box 8029
Harrisburg, PA 17105-8029
(717) 780-3874**