

### **Tab 11 Service Provider Questionnaire & Supportive Services Plan**

Applicants requesting consideration for points for service-enriched housing as defined in the Selection Criteria must complete and submit a Services Provider Questionnaire. The questionnaire should be completed by the organization that will be the primary service provider/coordinator.

Applicants requesting consideration for providing service-enriched housing must demonstrate through a Supportive Services Plan, following the established outline that they are providing a level and scope of services consistent with the anticipated needs of the target resident population (general occupancy, over 55, over 62, or populations with special needs). The applicant must provide evidence that appropriate services will be provided for the entire resident population for the duration of the compliance period. Evidence consists of a supportive services plan that: 1) is specific to the development and provides a scope of services that assures access to comprehensive services relevant to this population without major barriers to participation; 2) includes sufficient funds to implement the described plan of services; and 3) utilizes a service provider who is experienced in delivering services in a service enriched housing or supportive housing setting for the target population, and has the capacity to deliver the described services with sufficiently equipped staff.

Satisfactory completion of the above three factors are the minimum requirements for five (5) points. Demonstrated commitment of sufficient funds for at least 15 years and meeting or exceeding the recommended minimum on-site staffing may result in an additional five (5) points. A maximum of ten (10) points can be awarded.

If a supportive services reserve is included in the Development Budget, a draft supportive services escrow agreement which clearly delineates the procedure for disbursement must be provided. A letter of intent to enter into the escrow agreement must be executed by all partners.

To be considered under the Homeownership option (Tab 13), a supportive services plan, which must include a financial literacy component, must be included in the application, and the plan must be approved by Agency staff.

Items to be included in this tab (if applicable):

- Service Provider Questionnaire
- Supportive Service Plan
- Supportive Services Escrow Agreement and Letter of Intent (if applicable)