

SUPPLEMENTARY SUPPORTIVE SERVICES APPLICATION
FOR SUPPORTIVE SERVICES OR OTHER SPECIAL POPULATION UNITS

Projects requesting units above the regular program cap (excepted units) for supportive services or other special populations must complete an additional Supplemental Application responsive to questions relating to the experience of the Supportive Services team, and the quality of the proposed Supportive Services Plan. The score of this section is not added to the score of the PBV Application. This section of the application is scored separately to determine if excepted units for supportive services may be awarded.

Supportive Services or Other Special Population Units

Applicants for projects proposing Supportive Services excepted units, where Supportive Services will be provided at the project, must complete a Supplementary Supportive Services application, and will be scored in accordance with the Supplementary Supportive Services criteria in the RFP selection process.

Special Populations. Special populations are defined as groups of individuals or households including vulnerable or at-risk populations. Special population groups include persons with disabilities, persons experiencing homelessness, farmworkers, or veterans. These Special Populations frequently require Supportive Services Units, and applicants must complete a Supplementary Supportive Services application, and will be scored in accordance with the Supplementary Supportive Services criteria in the RFP selection process. The Housing Authority may, at their sole discretion, consider other special population groups not listed herein, based on local needs, local priorities, or funding opportunities.

Supportive Services Units. When a project includes HUD-defined Supportive Services Units, which are “excepted” units above the project cap, the supportive services must be available to all PBV-assisted households in the project, not just the excepted units exceeding the project cap. For these households, 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 household 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 Supplemental Supportive Services Evaluation Factors and Maximum Points Available

Evaluation Factor		Maximum Points
1	Resident/Supportive Services Provision Experience	15
2	Quality of Proposed Resident/Supportive Services Plan	20
3	Conditional commitment letters from service providers have been obtained.	5
Total Possible Points		40

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

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

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.	

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

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

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.	
Attach letter(s) of Commitment to your Application.	